

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Course Groups	Course Title	Course Code	Dur (Mins)
1 Hour Courseware			
Administrative Support Curriculum			
Essential Skills for Administrative Support Professionals			
	Administrative Professionals: Common Administrative Support Tasks	ad_01_a02_bs_enus	60
	Administrative Professionals: Interacting with Others	ad_01_a04_bs_enus	60
	Administrative Professionals: Maximizing Your Relationship with Your Boss	ad_01_a03_bs_enus	60
	Administrative Professionals: Putting Your Best Foot Forward	ad_01_a05_bs_enus	60
Communication Curriculum			
Anger Management Essentials			
	Anger Management Essentials: Managing and Controlling Anger	comm_30_a02_bs_enus	60
	Anger Management Essentials: Understanding Anger	comm_30_a01_bs_enus	60
Basic Presentation Skills			
	Basic Presentation Skills: Creating a Presentation	comm_33_a02_bs_enus	60
	Basic Presentation Skills: Delivering a Presentation	comm_33_a03_bs_enus	60
	Basic Presentation Skills: Planning a Presentation	comm_33_a01_bs_enus	60
Business Grammar Basics			
	Business Grammar: Common Usage Errors	comm_20_a06_bs_enus	60
	Business Grammar: Parts of Speech	comm_20_a01_bs_enus	60
	Business Grammar: Punctuation	comm_20_a04_bs_enus	60
	Business Grammar: Sentence Construction	comm_20_a05_bs_enus	60
	Business Grammar: The Mechanics of Writing	comm_20_a03_bs_enus	60
	Business Grammar: Working with Words	comm_20_a02_bs_enus	60
Business Writing Basics			
	Business Writing: Editing and Proofreading	comm_19_a03_bs_enus	60
	Business Writing: How to Write Clearly and Concisely	comm_19_a02_bs_enus	60
	Business Writing: Know Your Readers and Your Purpose	comm_19_a01_bs_enus	60
Communicate with Diplomacy and Tact			
	Delivering a Difficult Message with Diplomacy and Tact	comm_34_a03_bs_enus	60
	Strategies for Communicating with Tact and Diplomacy	comm_34_a02_bs_enus	60
	The Impact of Situation and Style when Communicating with Diplomacy and Tact	comm_34_a01_bs_enus	60
Communicating Effectively with the 'C' Level			
	Preparing to Communicate Effectively at the 'C' Level	comm_31_a01_bs_enus	60
	Techniques for Communicating Effectively with Senior Executives	comm_31_a02_bs_enus	60
E-mail Essentials for Business			
	Addressing and Redistributing E-mail	comm_17_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Managing Your E-mail	comm_17_a03_bs_enus	60
		Using E-mail and Instant Messaging Effectively	comm_17_a01_bs_enus	60
		Fundamentals of Cross Cultural Communication		
		Communicating Across Cultures	comm_26_a02_bs_enus	60
		Culture and Its Effect on Communication	comm_26_a01_bs_enus	60
		Improving Communication in Cross-cultural Relationships	comm_26_a03_bs_enus	60
		Fundamentals of Working with Difficult People		
		Working with Difficult People: Dealing with Micromanagers	comm_23_a07_bs_enus	60
		Working with Difficult People: How to Work with Aggressive People	comm_23_a02_bs_enus	60
		Working with Difficult People: How to Work with Manipulative People	comm_23_a05_bs_enus	60
		Working with Difficult People: How to Work with Negative People	comm_23_a03_bs_enus	60
		Working with Difficult People: How to Work with Procrastinators	comm_23_a04_bs_enus	60
		Working with Difficult People: How to Work with Self-serving People	comm_23_a06_bs_enus	60
		Working with Difficult People: Identifying Difficult People	comm_23_a01_bs_enus	60
		Getting Results Without Direct Authority		
		Getting Results without Direct Authority: Building Relationships and Credibility	comm_27_a01_bs_enus	60
		Getting Results without Direct Authority: Influencing Your Boss	comm_27_a04_bs_enus	60
		Getting Results without Direct Authority: Persuasive Communication	comm_27_a02_bs_enus	60
		Getting Results without Direct Authority: Reciprocity	comm_27_a03_bs_enus	60
		Professional Networking Essentials		
		Professional Networking Essentials: Developing Confidence	comm_38_a02_bs_enus	60
		Professional Networking Essentials: Finding Opportunities To Make Connections	comm_38_a01_bs_enus	60
		Public speaking strategies		
		Public Speaking Strategies: Confident Public Speaking	pd_23_a02_bs_enus	60
		Public Speaking Strategies: Preparing Effective Speeches	pd_23_a01_bs_enus	60
		Running Effective Business Meetings		
		Dealing with Common Meeting Problems	comm_32_a03_bs_enus	60
		Managing Effective Business Meetings	comm_32_a02_bs_enus	60
		Preparing for Effective Business Meetings	comm_32_a01_bs_enus	60
		Telephone Essentials for Business		
		Essential Skills for Professional Telephone Calls	comm_18_a01_bs_enus	60
		Customer Service Curriculum		
		Customer Advocacy		
		Customer Advocacy: Communicating to Build Trusting Customer Relationships	cust_11_a01_bs_enus	60
		Customer Advocacy: Enhancing the Customer Experience	cust_11_a02_bs_enus	60
		Customer Advocacy: Supporting Customer Advocacy	cust_11_a03_bs_enus	60
		Customer Focus		
		Creating and Sustaining a Customer-focused Organization	cust_10_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Customer-focused Interaction	cust_10_a03_bs_enus	60
		Identifying and Managing Customer Expectations	cust_10_a01_bs_enus	60
		Customer Service Fundamentals		
		Customer Service Confrontation and Conflict	cust_09_a05_bs_enus	60
		Customer Service Fundamentals: Building Rapport in Customer Relationships	cust_09_a01_bs_enus	60
		Customer Service in the Field	cust_09_a02_bs_enus	60
		Customer Service over the Phone	cust_09_a03_bs_enus	60
		Internal Customer Service	cust_09_a04_bs_enus	60
		Shaping the Direction of Customer Service in Your Organization	cust_09_a06_bs_enus	60
		Finance and Accounting Curriculum		
		Accounting Fundamentals		
		Accounting for Companies' Stock Transactions and Dividends	fin_03_a09_bs_enus	60
		Accounting Transactions and Books of Account	fin_03_a04_bs_enus	60
		Basic Accounting Principles and Framework	fin_03_a01_bs_enus	60
		The Accounting Cycle and Accrual Accounting	fin_03_a03_bs_enus	60
		The Accounting Equation and Financial Statements	fin_03_a02_bs_enus	60
		The Balance Sheet	fin_03_a07_bs_enus	60
		The Cash Flow Statement	fin_03_a08_bs_enus	60
		The Income Statement	fin_03_a06_bs_enus	60
		Trial Balance & Adjusting Entries	fin_03_a05_bs_enus	60
		Auditing Essentials		
		Auditing for Cash and Inventories	fin_06_a04_bs_enus	60
		Auditing for Internal Control and Risk Assessment	fin_06_a02_bs_enus	60
		Auditing the Revenue Cycle	fin_06_a03_bs_enus	60
		Introduction to Auditing	fin_06_a01_bs_enus	60
		Budgeting Essentials		
		Organizational Budgeting Activities and the Master Budget	fin_05_a01_bs_enus	60
		Planning and Preparing an Operating Budget	fin_05_a02_bs_enus	60
		Preparing Operating Budgets and the Cash Budget	fin_05_a03_bs_enus	60
		Using Budgets for Management and Control	fin_05_a04_bs_enus	60
		Capital Budgeting Essentials		
		Capital Budgeting: Capital Allocation	fin_07_a04_bs_enus	60
		Capital Budgeting: Discounted Payback Period and Profitability Index	fin_07_a03_bs_enus	60
		Capital Budgeting: Net Present Value and Internal Rate of Return	fin_07_a02_bs_enus	60
		Capital Budgeting: The Capital Budgeting Process	fin_07_a01_bs_enus	60
		Finance and Accounting Essentials for Non-financial Professionals		
		Analyzing Financial Statements for Non-financial Professionals	fin_02_a06_bs_enus	60
		Cash Flow Management Essentials for Non-financial Professionals	fin_02_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Financial Statements for Non-financial Professionals	fin_02_a05_bs_enus	60
		Principles of Accounting and Finance for Non-financial Professionals	fin_02_a01_bs_enus	60
		The Essentials of Budgeting for Non-financial Professionals	fin_02_a04_bs_enus	60
		The Time Value of Money and Investment Decisions for Non-financial Professionals	fin_02_a03_bs_enus	60
Foundation Skills				
Basic Business Math				
		Basic Business Math: Averages and Equations	fnd_01_a03_bs_enus	60
		Basic Business Math: Charts and Graphs	fnd_01_a04_bs_enus	60
		Basic Business Math: Percentages and Ratios	fnd_01_a02_bs_enus	60
		Basic Business Math: Using Whole Numbers and Decimals	fnd_01_a01_bs_enus	60
Global Banking and Financial Services Curriculum				
Bank Branch Operations Management				
		Bank Branch Management: Branch Security & Fraud	fini_01_a06_bs_enus	60
		Bank Branch Management: Dealing with Operational and Credit Risks	fini_01_a04_bs_enus	60
		Bank Branch Management: Internal Controls and Banking Technology	fini_01_a05_bs_enus	60
		Bank Branch Management: Mortgage and Auto Loans	fini_01_a01_bs_enus	60
		Bank Branch Management: Payment and Settlement Systems	fini_01_a02_bs_enus	60
		Bank Branch Management: Teller Roles and Credit Card Operations	fini_01_a03_bs_enus	60
Bank Risks and Capital Adequacy Planning				
		Basel Regulations and Capital Adequacy Requirements	fini_06_a01_bs_enus	60
		Capital Adequacy Planning Approaches	fini_06_a02_bs_enus	60
Basel III and Liquidity Risk Management				
		Liquidity Risk Measurement, Monitoring, and Application of Standards	fini_08_a02_bs_enus	60
		Management and Supervision of Liquidity Risk	fini_08_a01_bs_enus	60
Basel Regulations and Bank Risk Management				
		Basel II and Basel III: An Overview	fini_07_a01_bs_enus	60
		Basel Regulations and Operational Risk Management	fini_07_a06_bs_enus	60
		Data Maintenance and Oversight for IRB Systems	fini_07_a05_bs_enus	60
		IRB Approach for Corporate and Retail Exposures	fini_07_a03_bs_enus	60
		IRB Framework and Risk-rating System	fini_07_a02_bs_enus	60
		Operational Risk and Advanced Measurement Approach	fini_07_a07_bs_enus	60
		Operational Risk Identification, Assessment, and Quantification	fini_07_a08_bs_enus	60
		Operational Risk Management Framework, Process, and Applications	fini_07_a09_bs_enus	60
		Quantification of IRB Systems	fini_07_a04_bs_enus	60
Commodity and Energy Markets, Futures, and Forwards				
		Commodity and Energy Markets and Derivatives	fini_02_a01_bs_enus	60
		Futures Fundamentals: Commodity, Equity, and Currency Futures	fini_02_a02_bs_enus	60
		Interest Rate Futures and Forward Rate Agreements	fini_02_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Counterparty Credit Risk and Credit Rating		
		Credit Rating Systems and Capital Reserves	fini_09_a04_bs_enus	60
		Derivative Contracts: Futures, Forwards, Swaps, and Options	fini_09_a01_bs_enus	60
		Measuring Credit Risk of Derivative Contracts	fini_09_a02_bs_enus	60
		Mitigating Credit Risk	fini_09_a03_bs_enus	60
		Credit Derivative Instruments		
		Classical Credit Derivatives and Total Return Swaps	fini_11_a02_bs_enus	60
		Credit Default Swaps and Credit Spread Options	fini_11_a05_bs_enus	60
		Credit Derivatives and Credit Risk	fini_11_a01_bs_enus	60
		Credit Derivatives Applications	fini_11_a06_bs_enus	60
		Credit Derivatives: Pricing and Operational Issues	fini_11_a07_bs_enus	60
		Credit Derivatives: Regulatory, Legal, and Taxation Issues	fini_11_a08_bs_enus	60
		Credit-linked and Repackaged Notes	fini_11_a04_bs_enus	60
		Securitization and Asset-backed Securities	fini_11_a03_bs_enus	60
		Credit Risk Analysis		
		Credit Analysis and Loan Pricing and Regulations	fini_10_a01_bs_enus	30
		Financial Analysis for Credit Risk Determination	fini_10_a02_bs_enus	60
		Nonfinancial Credit and Asset Analysis	fini_10_a03_bs_enus	60
		Problem Loans and Risk Analysis for Common Loans	fini_10_a04_bs_enus	30
		Risk Analysis for Specialized Loans	fini_10_a05_bs_enus	60
		Global Banking Supervision and Anti-Money Laundering Regulations		
		Anti-money Laundering and Global Initiatives	fini_05_a04_bs_enus	60
		Anti-money Laundering and Regulatory Framework	fini_05_a05_bs_enus	30
		Banking Supervision and Corporate Governance	fini_05_a01_bs_enus	60
		Internal Control and Audits in Banks	fini_05_a02_bs_enus	60
		Special Banking Risks and their Management	fini_05_a03_bs_enus	60
		Insurance Concepts, Types, and Annuities		
		Insurance Basics, Underwriting, and Actuarial Practices	fini_03_a01_bs_enus	60
		Life, Health, and General Insurance	fini_03_a02_bs_enus	120
		Special Insurance Arrangements: Group Insurance, Reinsurance, and Annuities	fini_03_a03_bs_enus	90
		Mutual Fund Concepts, Portfolio Management, and Regulations		
		Mutual Funds: Basic Concepts, Structure, and Types	fini_04_a01_bs_enus	60
		Mutual Funds: Performance Evaluation and Regulations	fini_04_a03_bs_enus	60
		Mutual Funds: Portfolio Management and Accounting	fini_04_a02_bs_enus	30
		Human Resources Curriculum		
		Essentials of Interviewing and Hiring		
		Essentials of Interviewing and Hiring: Behavioral Interview Techniques	hr_06_a04_bs_enus	60
		Essentials of Interviewing and Hiring: Conducting an Effective Interview	hr_06_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Essentials of Interviewing and Hiring: Preparing to Interview	hr_06_a02_bs_enus	60
		Essentials of Interviewing and Hiring: Screening Applicants for Interviewing	hr_06_a01_bs_enus	60
		Essentials of Interviewing and Hiring: Selecting the Right Candidate	hr_06_a05_bs_enus	60
		Organizational Behavior		
		Organizational Behavior: Dynamics of a Positive Organizational Culture	hr_08_a05_bs_enus	60
		Organizational Structure and Employee Behavior	hr_08_a04_bs_enus	60
		The role of HR as a Business Partner		
		HR as Business Partner: From Cost Center to Strategic Partner	hr_07_a01_bs_enus	60
		HR as Business Partner: Linking HR Functions with Organizational Goals	hr_07_a02_bs_enus	60
		HR as Business Partner: Managing Talent for Organizational Success	hr_07_a03_bs_enus	60
		HR as Business Partner: Using Metrics and Designing Strategic Initiatives	hr_07_a04_bs_enus	60
		Industry Foundations Curriculum		
		Industry Overviews		
		The Aerospace & Defense Industry Overview: Version 2	indo_01_a27_bs_enus	60
		The Agriculture Industry Overview: Version 4	indo_01_a31_bs_enus	90
		The Automotive Industry Overview: Version 4	indo_01_a29_bs_enus	60
		The Banking Industry Overview: Version 4	indo_01_a14_bs_enus	60
		The Biotechnology Industry Overview: Version 2	indo_01_a28_bs_enus	60
		The Broadcasting & Entertainment Industry Overview: Version 2	indo_01_a24_bs_enus	60
		The Capital Markets Industry Overview: Version 2	indo_01_a25_bs_enus	60
		The Chemicals Industry Overview: Version 2	indo_01_a23_bs_enus	60
		The Consumer Electronics Industry Overview: Version 2	indo_01_a26_bs_enus	60
		The Education Industry Overview: Version 2	indo_01_a21_bs_enus	60
		The Federal Government Industry Overview: Version 4	indo_01_a20_bs_enus	60
		The Food and Beverage Industry Overview: Version 4	indo_01_a30_bs_enus	60
		The Health Care Industry Overview: Version 4	indo_01_a12_bs_enus	60
		The Information Technology Industry Overview: Version 4	indo_01_a19_bs_enus	60
		The Insurance Industry Overview: Version 4	indo_01_a13_bs_enus	60
		The Manufacturing Industry Overview: Version 4	indo_01_a17_bs_enus	60
		The Oil and Gas Industry Overview: Version 4	indo_01_a15_bs_enus	60
		The Pharmaceutical Industry Overview: Version 5	indo_01_a18_bs_enus	60
		The Retail Industry Overview: Version 4	indo_01_a16_bs_enus	60
		The Telecommunications Industry Overview: Version 4	indo_01_a11_bs_enus	60
		The Utilities Industry Overview: Version 2	indo_01_a22_bs_enus	60
		Leadership Curriculum		
		Developing a Culture of Learning		
		Developing Learning Practices	lead_08_a03_bs_enus	60
		Establishing the Conditions for a Learning Culture	lead_08_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Evaluating and Sustaining Organizational Learning	lead_08_a04_bs_enus	60
		Fundamentals of Organizational Learning	lead_08_a01_bs_enus	60
		Effective Succession Planning		
		Effective Succession Planning: Determining a Talent Pool for Key Positions	lead_09_a02_bs_enus	60
		Implementing and Assessing a Succession Planning Program	lead_09_a03_bs_enus	60
		Initiating Succession Planning	lead_09_a01_bs_enus	60
		Employee Engagement		
		Maintaining an Engaging Organization	lead_06_a02_bs_enus	60
		The Benefits and Challenges of Engaging Employees	lead_06_a01_bs_enus	60
		Leadership Essentials		
		Leadership Essentials: Building Your Influence as a Leader	lead_05_a03_bs_enus	60
		Leadership Essentials: Communicating Vision	lead_05_a02_bs_enus	60
		Leadership Essentials: Creating Your Own Leadership Development Plan	lead_05_a08_bs_enus	60
		Leadership Essentials: Leading Business Execution	lead_05_a05_bs_enus	60
		Leadership Essentials: Leading Change	lead_05_a07_bs_enus	60
		Leadership Essentials: Leading Innovation	lead_05_a06_bs_enus	60
		Leadership Essentials: Leading with Emotional Intelligence	lead_05_a04_bs_enus	60
		Leadership Essentials: Motivating Employees	lead_05_a01_bs_enus	60
		Making Cross-Functional Teams Work		
		Cross-functional Team Fundamentals	lead_10_a01_bs_enus	60
		Key Strategies for Managing Cross-functional Teams	lead_10_a02_bs_enus	60
		Managing Internal Dynamics in a Cross-functional Team	lead_10_a03_bs_enus	60
		Risk Management		
		Risk Management: Assessing Risk	stgy_09_a02_bs_enus	60
		Risk Management: Dealing with Risk	stgy_09_a03_bs_enus	60
		Risk Management: Identifying Risk	stgy_09_a01_bs_enus	60
		Setting and Managing Organizational Priorities		
		Setting and Managing Priorities within the Organization: Communication	lead_11_a04_bs_enus	60
		Setting and Managing Priorities within the Organization: Deciphering Priorities	lead_11_a02_bs_enus	60
		Setting and Managing Priorities within the Organization: Mission and Goals	lead_11_a01_bs_enus	60
		Setting and Managing Priorities within the Organization: Motivation	lead_11_a03_bs_enus	60
		The Voice of Leadership		
		The Voice of Leadership: Effective Leadership Communication Strategies	lead_13_a03_bs_enus	60
		The Voice of Leadership: Inspirational Leadership	lead_13_a01_bs_enus	60
		The Voice of Leadership: Self-assessment and Motivation	lead_13_a02_bs_enus	60
		The Voice of Leadership: The Power of Leadership Messaging	lead_13_a04_bs_enus	60
		Management Curriculum		
		Advanced Management Skills		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Managing for Rapid Change and Uncertainty	mgmt_23_a03_bs_enus	60
		Cross-functional Strategic Management	mgmt_23_a02_bs_enus	60
		Developing a High-performance Organization	mgmt_23_a01_bs_enus	60
		Managing Experienced Managers	mgmt_23_a06_bs_enus	60
		Managing High Performers	mgmt_23_a04_bs_enus	60
		Managing New Managers	mgmt_23_a05_bs_enus	60
		Business Execution		
		Business Execution: Crafting a Business Strategy that Executes	mgmt_28_a02_bs_enus	60
		Business Execution: Linking Strategy to People and Operations	mgmt_28_a03_bs_enus	60
		Business Execution: Monitoring and Evaluating Initiatives	mgmt_28_a04_bs_enus	60
		Business Execution: Understanding the Fundamentals	mgmt_28_a01_bs_enus	60
		Business Planning Essentials		
		Business Planning Essentials: Performing Key Analyses	stgy_10_a02_bs_enus	60
		Business Planning Essentials: Preparing a Business Plan	stgy_10_a01_bs_enus	60
		Business Planning Essentials: Preparing for Implementation	stgy_10_a03_bs_enus	60
		Difficult Conversations		
		Handling Difficult Conversations Effectively	mgmt_36_a03_bs_enus	60
		Having a Difficult Conversation	mgmt_36_a02_bs_enus	60
		Preparing for a Difficult Conversation	mgmt_36_a01_bs_enus	60
		Dismissing an Employee		
		Managing the Dismissal of an Employee	mgmt_26_a02_bs_enus	60
		Preparing to Dismiss an Employee	mgmt_26_a01_bs_enus	60
		Effectively Managing Top Performers		
		Engaging Top Performers	mgmt_33_a01_bs_enus	60
		Overcoming Challenges of Managing Top Performers	mgmt_33_a03_bs_enus	60
		Retaining Top Performers	mgmt_33_a02_bs_enus	60
		Essential Mentoring Techniques		
		Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships	mgmt_29_a03_bs_enus	60
		Essential Mentoring Techniques: Designing and Initiating Mentoring Programs	mgmt_29_a02_bs_enus	60
		Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program	mgmt_29_a04_bs_enus	60
		Essential Mentoring Techniques: Mentoring Fundamentals	mgmt_29_a01_bs_enus	60
		Facilitating Essentials		
		Challenges of Facilitating	mgmt_31_a03_bs_enus	60
		Facilitating Collaborative Processes	mgmt_31_a02_bs_enus	60
		Using Facilitation Skills as a Manager	mgmt_31_a01_bs_enus	60
		First Time Manager Essentials		
		First Time Manager: Challenges	mgmt_16_a02_bs_enus	60
		First Time Manager: Meeting Expectations	mgmt_16_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		First Time Manager: Understanding a Manager's Role	mgmt_16_a01_bs_enus	60
		Management Essentials		
		Management Essentials: Caring about Your Direct Reports	mgmt_15_a07_bs_enus	60
		Management Essentials: Confronting Difficult Employee Behavior	mgmt_15_a04_bs_enus	60
		Management Essentials: Delegating	mgmt_15_a02_bs_enus	60
		Management Essentials: Developing Your Direct Reports	mgmt_15_a03_bs_enus	60
		Management Essentials: Directing Others	mgmt_15_a01_bs_enus	60
		Management Essentials: Managing a Diverse Team	mgmt_15_a05_bs_enus	60
		Management Essentials: Treating Your Direct Reports Fairly	mgmt_15_a06_bs_enus	60
		Managing during Difficult Times		
		Communicating during Difficult Times	mgmt_25_a01_bs_enus	60
		Managing Attitudes during Difficult Times	mgmt_25_a03_bs_enus	60
		Managing Resources during Difficult Times	mgmt_25_a02_bs_enus	60
		Managing Experts		
		Meeting the Needs of Your Experts	mgmt_21_a01_bs_enus	60
		Overcoming Challenges When Managing Experts	mgmt_21_a02_bs_enus	60
		Managing Problem Performance		
		First Steps for Turning Around a Performance Problem	mgmt_34_a02_bs_enus	60
		Preventing Problem Performance	mgmt_34_a04_bs_enus	60
		Recognizing and Diagnosing Problem Performance	mgmt_34_a01_bs_enus	60
		Using Progressive Discipline to Correct Problem Performance	mgmt_34_a03_bs_enus	60
		Performance Appraisal Essentials		
		Performance Appraisal Essentials: 360-degree Appraisals	mgmt_17_a03_bs_enus	60
		Performance Appraisal Essentials: Conducting Traditional Appraisals	mgmt_17_a02_bs_enus	60
		Performance Appraisal Essentials: Planning for Appraisals	mgmt_17_a01_bs_enus	60
		Performance Management		
		Monitoring and Improving Performance	mgmt_37_a02_bs_enus	60
		Planning for Performance	mgmt_37_a01_bs_enus	60
		Reviewing and Rewarding Performance	mgmt_37_a03_bs_enus	60
		Strategies for Successful Employee On-boarding		
		Strategies for Successful Employee Onboarding: An Introduction	mgmt_24_a01_bs_enus	60
		Strategies for Successful Employee Onboarding: Assessing Program Success	mgmt_24_a03_bs_enus	60
		Strategies for Successful Employee Onboarding: Getting Started	mgmt_24_a02_bs_enus	60
		Talent Management Essentials		
		Talent Management: Acquiring Talent	mgmt_18_a03_bs_enus	60
		Talent Management: Basics	mgmt_18_a01_bs_enus	60
		Talent Management: Developing and Engaging Talent	mgmt_18_a04_bs_enus	60
		Talent Management: Planning	mgmt_18_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Talent Management: Retaining Talent	mgmt_18_a05_bs_enus	60
		Technical Management Essentials		
		Managing Technical Professionals	mgmt_19_a03_bs_enus	60
		Strategies for Transitioning to Technical Management	mgmt_19_a02_bs_enus	60
		Transitioning from Technical Professional to Management	mgmt_19_a01_bs_enus	60
		Thinking like a CFO		
		Thinking Like a CFO: Making Financial Decisions	mgmt_30_a02_bs_enus	60
		Thinking Like a CFO: Managing Risk	mgmt_30_a04_bs_enus	60
		Thinking Like a CFO: Mind-set and Financial Priorities	mgmt_30_a01_bs_enus	60
		Thinking Like a CFO: Preparing and Presenting a Business Case	mgmt_30_a03_bs_enus	60
		Workforce Generations		
		Managing Workforce Generations: Introduction to Cross-generational Employees	mgmt_20_a01_bs_enus	60
		Managing Workforce Generations: Working with a Multigenerational Team	mgmt_20_a02_bs_enus	60
		Managing Workforce Generations: Working with the 21st-century Generation Mix	mgmt_20_a03_bs_enus	0
		Marketing Curriculum		
		Competitive Marketing Strategies		
		Competitive Marketing Strategies: Analyzing Competitors	mkt_02_a02_bs_enus	60
		Competitive Marketing Strategies: Conducting an Internal Analysis	mkt_02_a01_bs_enus	60
		Competitive Marketing Strategies: Selecting and Implementing Strategies	mkt_02_a03_bs_enus	60
		Marketing Essentials		
		Marketing Essentials: Introduction to Marketing	mkt_01_a01_bs_enus	60
		Marketing Essentials: Marketing and Ethics	mkt_01_a06_bs_enus	60
		Marketing Essentials: Place	mkt_01_a04_bs_enus	60
		Marketing Essentials: Planning and People	mkt_01_a02_bs_enus	60
		Marketing Essentials: Product and Price	mkt_01_a03_bs_enus	60
		Marketing Essentials: Promotion	mkt_01_a05_bs_enus	60
		Strategic Brand Management		
		Brand Management for Social Media and Wireless Technologies	mkt_03_a04_bs_enus	60
		Building Lasting Customer-brand Relationships	mkt_03_a01_bs_enus	60
		Developing a Brand Internally	mkt_03_a02_bs_enus	60
		Global Brand Management	mkt_03_a03_bs_enus	60
		Operations Curriculum		
		Fundamentals of Lean for Business Organizations		
		Applying Lean in Service and Manufacturing Organizations	oper_20_a06_bs_enus	60
		Introduction to Lean for Service and Manufacturing Organizations	oper_20_a01_bs_enus	60
		Lean Tools and Techniques for Flow and Pull	oper_20_a03_bs_enus	60
		Reducing Waste and Streamlining Value Flow Using Lean	oper_20_a04_bs_enus	60
		Using Lean for Perfection and Quality	oper_20_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Value Stream Mapping in Lean Business	oper_20_a05_bs_enus	60
		Operations Management		
		Operations and Supply Chain Management	oper_21_a03_bs_enus	60
		Operations Management and the Organization	oper_21_a01_bs_enus	60
		Operations Management: Facilities Planning and Management	oper_21_a08_bs_enus	60
		Operations Management: Forecasting and Capacity Planning	oper_21_a05_bs_enus	60
		Operations Management: Inventory Management	oper_21_a04_bs_enus	60
		Operations Management: Management of Quality	oper_21_a07_bs_enus	60
		Operations Management: Operations Scheduling	oper_21_a06_bs_enus	60
		Operations Management: Product and Service Management	oper_21_a02_bs_enus	60
		Purchasing and Vendor Management Essentials		
		Evaluating Supplier Performance and Managing Supplier Relationships	oper_23_a04_bs_enus	60
		Fundamentals of Purchasing and Vendor Management	oper_23_a01_bs_enus	60
		Purchasing: Finding Sources of Supply	oper_23_a02_bs_enus	60
		Selecting Suppliers and Administering Contracts	oper_23_a03_bs_enus	60
		Personal Development Curriculum		
		Building and Maintaining Trust		
		Building Trust	pd_15_a01_bs_enus	60
		Rebuilding Trust	pd_15_a02_bs_enus	60
		Business Ethics		
		Developing a Code of Ethical Conduct	pd_18_a02_bs_enus	60
		Ethical Decision-making in the Workplace	pd_18_a03_bs_enus	60
		Introduction to Workplace Ethics	pd_18_a01_bs_enus	60
		Campus to Corporate		
		Campus to Corporate: Developing a Professional Image	pd_22_a02_bs_enus	60
		Campus to Corporate: Meeting New Expectations	pd_22_a01_bs_enus	60
		Dealing with Organizational Change		
		Embracing Organizational Change	pd_13_a03_bs_enus	60
		Preparing for Organizational Change	pd_13_a02_bs_enus	60
		Understanding Organizational Change	pd_13_a01_bs_enus	60
		Decisiveness		
		Developing Character for Decisiveness	pd_27_a01_bs_enus	60
		Overcoming the Barriers to Decisiveness	pd_27_a02_bs_enus	60
		Diversity on the Job		
		Diversity on the Job: Diversity and You	pd_07_a02_bs_enus	59
		Diversity on the Job: The Importance of Diversity and the Changing Workplace	pd_07_a01_bs_enus	60
		Generating Creative & Innovative Ideas		
		Generating Creative and Innovative Ideas: Enhancing Your Creativity	pd_09_a01_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Generating Creative and Innovative Ideas: Maximizing Team Creativity	pd_09_a02_bs_enus	60
		Generating Creative and Innovative Ideas: Verifying and Building on Ideas	pd_09_a03_bs_enus	60
		Interviewing Strategies for the Interviewee		
		Making a Positive Impression in an Internal Interview	pd_21_a02_bs_enus	60
		Preparing for an Internal Interview	pd_21_a01_bs_enus	60
		Living and Working Abroad in the United States		
		American Work Culture and Values	pd_19_a01_bs_enus	60
		Communicating Successfully in the American Workplace	pd_19_a03_bs_enus	60
		Key Aspects of the American Work Environment	pd_19_a02_bs_enus	60
		Succeeding in the American Workplace	pd_19_a04_bs_enus	60
		Managing Your Career		
		Managing Your Career: Creating a Plan	pd_10_a01_bs_enus	60
		Managing Your Career: Getting on the Right Track	pd_10_a02_bs_enus	60
		Managing Your Career: Leveraging the Performance Appraisal	pd_10_a05_bs_enus	60
		Managing Your Career: Professional Networking Essentials	pd_10_a03_bs_enus	60
		Managing Your Career: You and Your Boss	pd_10_a04_bs_enus	60
		Optimizing Your Work/Life Balance		
		Optimizing Your Work/Life Balance: Analyzing Your Life Balance	pd_06_a01_bs_enus	60
		Optimizing Your Work/Life Balance: Maintaining Your Life Balance	pd_06_a02_bs_enus	60
		Optimizing Your Work/Life Balance: Taking Control of Your Stress	pd_06_a03_bs_enus	60
		Peer Relationships		
		Developing Strategic Peer Relationships in Your Organization	pd_17_a02_bs_enus	60
		Forming Peer Relationships and Alliances at Work	pd_17_a03_bs_enus	60
		The Value of Peer Relationships	pd_17_a01_bs_enus	60
		Performance under Pressure		
		Developing the Right Attitude for Performing under Pressure	pd_24_a01_bs_enus	60
		Performing with Others under Pressure	pd_24_a03_bs_enus	60
		Taking Action for Performing under Pressure	pd_24_a02_bs_enus	60
		Perseverance and Resilience		
		Achieving Goals through Perseverance and Resilience	pd_26_a02_bs_enus	60
		Bouncing Back with Perseverance and Resilience	pd_26_a03_bs_enus	60
		Developing Character for Perseverance and Resilience	pd_26_a01_bs_enus	60
		Personal Productivity Improvement		
		Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	pd_16_a03_bs_enus	60
		Personal Productivity Improvement: Managing Your Workspace	pd_16_a01_bs_enus	60
		Personal Productivity: Self-organization and Overcoming Procrastination	pd_16_a02_bs_enus	60
		Professionalism and Business Etiquette		
		Communicating with Professionalism and Etiquette	pd_25_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Developing Your Reputation of Professionalism with Business Etiquette	pd_25_a01_bs_enus	60
		Professionalism, Business Etiquette, and Personal Accountability	pd_25_a02_bs_enus	60
		Using Business Etiquette to Build Professional Relationships	pd_25_a04_bs_enus	60
		Telecommuting and the Remote Employee		
		Telecommuting Basics: Communication Strategies for the Remote Employee	pd_08_a02_bs_enus	60
		Telecommuting Basics: Maximizing Productivity as a Remote Employee	pd_08_a01_bs_enus	60
		Writing Under Pressure		
		Writing under Pressure: Preparing for Success	pd_28_a01_bs_enus	60
		Writing under Pressure: The Writing Process	pd_28_a02_bs_enus	60
		Project Management Curriculum		
		IT Project Management Essentials		
		IT Project Management Essentials: Executing IT Projects	proj_17_a03_bs_enus	60
		IT Project Management Essentials: Initiating and Planning IT Projects	proj_17_a02_bs_enus	60
		IT Project Management Essentials: Introduction to IT Project Management	proj_17_a01_bs_enus	60
		IT Project Management Essentials: Managing Risks in an IT Project	proj_17_a05_bs_enus	60
		IT Project Management Essentials: Monitoring and Controlling IT Projects	proj_17_a04_bs_enus	60
		IT Project Management Essentials: Testing Deliverables and Closing IT Projects	proj_17_a06_bs_enus	60
		Managing Software Project Outsourcing		
		Managing Software Project Outsourcing: Dealing with Risks	proj_18_a04_bs_enus	60
		Managing Software Project Outsourcing: Developing a Vendor Contract	proj_18_a02_bs_enus	60
		Managing Software Project Outsourcing: Preparing to Manage an Outsourced Project	proj_18_a01_bs_enus	60
		Managing Software Project Outsourcing: Working with the Outsourced Team	proj_18_a03_bs_enus	60
		Sales Curriculum		
		Essential Selling Skills		
		Essential Selling Skills: Closing the Sale	sale_05_a03_bs_enus	60
		Essential Selling Skills: Mastering Cold Calling	sale_05_a01_bs_enus	60
		Essential Selling Skills: Qualifying Sales Prospects	sale_05_a02_bs_enus	60
		Negotiation Skills for Sales Professionals		
		Negotiation Skills for Sales Professionals: Preparing to Negotiate	sale_02_a01_bs_enus	60
		Negotiation Skills for Sales Professionals: Reaching Agreement	sale_02_a03_bs_enus	60
		Negotiation Skills for Sales Professionals: Value Exchange	sale_02_a02_bs_enus	60
		Sales Foundations		
		Developing a Customer-focused Sales Approach	sale_01_a06_bs_enus	60
		Developing Strong Customer Relationships	sale_01_a04_bs_enus	60
		Introduction to Sales	sale_01_a01_bs_enus	60
		Preparing for Successful Sales	sale_01_a03_bs_enus	60
		Strategic Sales Planning	sale_01_a02_bs_enus	60
		Working within the Sales Culture of Your Organization	sale_01_a05_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Solution Selling		
		Solution Selling: Creating New Opportunities	sale_03_a03_bs_enus	60
		Solution Selling: Mastering the Essentials	sale_03_a01_bs_enus	60
		Solution Selling: Meeting an Active Need	sale_03_a02_bs_enus	60
		Strategic Planning Curriculum		
		Business Law Essentials		
		Business Law and Ethics	stgy_07_a02_bs_enus	60
		Business Law and the Manager's Responsibilities	stgy_07_a03_bs_enus	60
		Business Law Basic Concepts	stgy_07_a01_bs_enus	60
		Developing Strategic Thinking Acumen		
		Developing the Capacity to Think Strategically	stgy_08_a01_bs_enus	60
		Developing the Strategic Thinking Skill of Seeing the Big Picture	stgy_08_a02_bs_enus	60
		Using Strategic Thinking Skills	stgy_08_a03_bs_enus	60
		IT Strategy Essentials		
		IT Strategy Essentials: Business and IT Strategy Alignment	stgy_06_a01_bs_enus	60
		IT Strategy Essentials: Creating an IT Strategy Plan	stgy_06_a02_bs_enus	60
		IT Strategy Essentials: Implementing an IT Strategy	stgy_06_a03_bs_enus	60
		The Fundamentals of Globalization		
		Fundamentals of Globalization: Analyzing the Global Environment	stgy_05_a02_bs_enus	60
		Fundamentals of Globalization: Managing in a Global Environment	stgy_05_a04_bs_enus	60
		The Fundamentals of Globalization: Strategies for Globalization	stgy_05_a03_bs_enus	60
		The Fundamentals of Globalization: The Global Context	stgy_05_a01_bs_enus	60
		Team Building Curriculum		
		Leading Teams		
		Leading Teams: Building Trust and Commitment	team_03_a04_bs_enus	60
		Leading Teams: Dealing with Conflict	team_03_a07_bs_enus	60
		Leading Teams: Developing the Team and its Culture	team_03_a03_bs_enus	60
		Leading Teams: Establishing Goals, Roles, and Guidelines	team_03_a02_bs_enus	60
		Leading Teams: Fostering Effective Communication and Collaboration	team_03_a05_bs_enus	60
		Leading Teams: Launching a Successful Team	team_03_a01_bs_enus	60
		Leading Teams: Managing Virtual Teams	team_03_a08_bs_enus	60
		Leading Teams: Motivating and Optimizing Performance	team_03_a06_bs_enus	60
		Optimizing Your Performance on a Team		
		Being an Effective Team Member	team_02_a01_bs_enus	60
		Effective Team Communication	team_02_a04_bs_enus	60
		Elements of a Cohesive Team	team_02_a03_bs_enus	60
		Establishing Team Goals and Responsibilities	team_02_a02_bs_enus	60
		Using Feedback to Improve Team Performance	team_02_a05_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

Business Certifications				
	ASQ (Six Sigma)			
	Six Sigma Black Belt Certification (SSBB)			
		Basic Statistics and Graphical Methods for Six Sigma	oper_15_a04_bs_enus	120
		Business Performance and Financial Measures in Six Sigma	oper_12_a02_bs_enus	120
		Common Design for Six Sigma Methodologies, Design for X, and Robust Design	oper_19_a01_bs_enus	120
		Conducting Experiments and Analyzing Results in Six Sigma	oper_17_a02_bs_enus	120
		Correlation and Regression Analysis in Six Sigma	oper_16_a01_bs_enus	90
		Critical Requirements and Benchmarking for Six Sigma	oper_12_a01_bs_enus	120
		Data Collection and Measurement in Six Sigma	oper_15_a02_bs_enus	120
		Designing and Planning Experiments in Six Sigma	oper_17_a01_bs_enus	120
		Developing Project Charters and Tracking Six Sigma Projects	oper_14_a02_bs_enus	90
		Forming Project Teams for Six Sigma	oper_13_a01_bs_enus	120
		Hypothesis Testing Concepts and Tests for Means in Six Sigma	oper_16_a03_bs_enus	120
		Improvement Methods and Implementation Issues in Six Sigma	oper_17_a03_bs_enus	120
		Lean and Six Sigma	oper_11_a01_bs_enus	120
		Managing Six Sigma Team Performance	oper_13_a03_bs_enus	120
		Motivation and Communication in Six Sigma Teams	oper_13_a02_bs_enus	120
		Multivariate Analysis and Attribute Data Analysis in Six Sigma	oper_16_a02_bs_enus	120
		Nonparametric Tests in Six Sigma Analysis	oper_16_a05_bs_enus	120
		Nonstatistical Analysis Methods in Six Sigma	oper_16_a06_bs_enus	120
		Nonstatistical Control Tools and Maintaining Controls in Six Sigma	oper_18_a02_bs_enus	120
		Probability for Six Sigma	oper_15_a05_bs_enus	120
		Process Capability for Six Sigma	oper_15_a06_bs_enus	120
		Process Characteristics for Six Sigma	oper_15_a01_bs_enus	120
		Six Sigma Leadership and Change Management	oper_11_a03_bs_enus	120
		Six Sigma Measurement Systems	oper_15_a03_bs_enus	120
		Six Sigma Projects and the Black Belt Role	oper_11_a02_bs_enus	120
		Special Design Tools in Design for Six Sigma	oper_19_a02_bs_enus	120
		Statistical Process Control (SPC) in Six Sigma	oper_18_a01_bs_enus	120
		Sustaining Improvements and Gains from Six Sigma Projects	oper_18_a03_bs_enus	120
		Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	oper_16_a04_bs_enus	120
		Using Voice of the Customer in Six Sigma	oper_14_a01_bs_enus	120
	Six Sigma Green Belt Certification (SSGB)			
		Basic Probability and Statistical Distributions in Six Sigma	oper_26_a02_bs_enus	102
		Basics of Six Sigma Project Management	oper_25_a03_bs_enus	113
		Creating and Using Control Charts in Six Sigma	oper_29_a02_bs_enus	133
		Cycle Time Reduction and Kaizen in Six Sigma	oper_28_a03_bs_enus	79

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Data Classification, Sampling, and Collection in Six Sigma	oper_26_a03_bs_enus	96
		Design for Six Sigma and FMEA	oper_24_a03_bs_enus	102
		Design of Experiments in Six Sigma	oper_28_a01_bs_enus	85
		Hypothesis Tests for Variances and Proportions in Six Sigma	oper_27_a03_bs_enus	113
		Introduction to Hypothesis Testing and Tests for Means in Six Sigma	oper_27_a02_bs_enus	116
		Lean Principles and Six Sigma Projects	oper_24_a02_bs_enus	131
		Lean Tools for Process Control in Six Sigma	oper_29_a03_bs_enus	70
		Measurement System Analysis in Six Sigma	oper_26_a05_bs_enus	89
		Mentoring Six Sigma Green Belt (SSGB)	mntcssgb	0
		Multi-vari Studies, Correlation, and Linear Regression in Six Sigma	oper_27_a01_bs_enus	88
		Performance Metrics for Six Sigma	oper_25_a05_bs_enus	79
		Process and Performance Capability Measurement in Six Sigma	oper_26_a06_bs_enus	90
		Process Documentation and Analysis in Six Sigma	oper_26_a01_bs_enus	53
		Root Cause Analysis and Waste Elimination in Six Sigma	oper_28_a02_bs_enus	93
		Six Sigma and Organizational Goals	oper_24_a01_bs_enus	113
		Six Sigma Management and Planning Tools	oper_25_a04_bs_enus	102
		Six Sigma Project Identification	oper_25_a01_bs_enus	96
		Six Sigma Project Team Dynamics and Performance	oper_25_a06_bs_enus	94
		Statistical Process Control and Control Plans in Six Sigma	oper_29_a01_bs_enus	110
		Statistics and Graphical Presentation in Six Sigma	oper_26_a04_bs_enus	60
		TestPrep Six Sigma Green Belt (SSGB)	oper_ssgb_a02_tp_enus	240
		Voice of the Customer in Six Sigma	oper_25_a02_bs_enus	127
		Six Sigma Yellow Belt Certification (SSYB)		
		Basic Statistics for Six Sigma	oper_32_a01_bs_enus	67
		Basics of Correlation, Regression, and Hypothesis Testing for Six Sigma	oper_33_a03_bs_enus	81
		Control Tools and Documentation in Six Sigma	oper_34_a02_bs_enus	76
		Data Types and Data Collection in Six Sigma	oper_32_a02_bs_enus	84
		Identifying Six Sigma Projects	oper_31_a01_bs_enus	89
		Lean Tools and FMEA in Six Sigma	oper_33_a01_bs_enus	68
		Mentoring Six Sigma Yellow Belt (SSYB)	mntcssyb	0
		Six Sigma and Lean Foundations and Principles	oper_30_a01_bs_enus	100
		Six Sigma and Measurement System Analysis	oper_32_a03_bs_enus	71
		Six Sigma Data Analysis and Root Cause Analysis	oper_33_a02_bs_enus	68
		Six Sigma Improvement Techniques	oper_34_a01_bs_enus	73
		Six Sigma Metrics	oper_30_a04_bs_enus	73
		Six Sigma Project Management Basics	oper_31_a02_bs_enus	101
		Six Sigma Quality Tools	oper_30_a03_bs_enus	66
		Six Sigma Team Basics, Roles, and Responsibilities	oper_30_a02_bs_enus	84

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

Human Resource Certification Institute (HRCI)				
Professional in Human Resources (PHR)				
		Business Management and Strategy: HR and the Strategic Planning Process	hr_10_a02_bs_enus	60
		Business Management and Strategy: HR Functions and Roles	hr_10_a03_bs_enus	60
		Business Management and Strategy: The HR Function and Business Environment	hr_10_a01_bs_enus	60
		Compensation and Benefits: Managing Policies, Programs, and Activities	hr_13_a02_bs_enus	30
		Compensation and Benefits: Organizational Responsibilities	hr_13_a03_bs_enus	60
		Compensation and Benefits: Regulations, Strategies, and Needs Assessment	hr_13_a01_bs_enus	90
		Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	hr_14_a02_bs_enus	60
		Employee and Labor Relations: Employment Regulations and Organizational Programs	hr_14_a01_bs_enus	90
		Employee and Labor Relations: Unions and Collective Bargaining	hr_14_a03_bs_enus	90
		Human Resource Development: Employee Training	hr_12_a02_bs_enus	60
		Human Resource Development: Performance Appraisal and Talent Management	hr_12_a03_bs_enus	60
		Human Resource Development: Regulations and Organizational Development	hr_12_a01_bs_enus	90
		Human Resources Core Knowledge: Functions and Activities	hr_09_a02_bs_enus	60
		Human Resources Core Knowledge: Skills, Concepts, and Tools	hr_09_a01_bs_enus	60
		Risk Management: Organizational Risk and Safety and Health Legislation	hr_15_a01_bs_enus	90
		Risk Management: Workplace Safety, Security, and Privacy	hr_15_a02_bs_enus	60
		Workforce Planning and Employment: Employment Legislation	hr_11_a01_bs_enus	60
		Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	hr_11_a04_bs_enus	90
		Workforce Planning and Employment: Recruitment Strategies	hr_11_a02_bs_enus	60
		Workforce Planning and Employment: Sourcing and Selecting Candidates	hr_11_a03_bs_enus	90
Senior Professional in Human Resources (SPHR)				
		Business Management and Strategy: HR and the Strategic Planning Process	hr_10_a02_bs_enus	60
		Business Management and Strategy: HR Functions and Roles	hr_10_a03_bs_enus	60
		Business Management and Strategy: The HR Function and Business Environment	hr_10_a01_bs_enus	60
		Compensation and Benefits: Managing Policies, Programs, and Activities	hr_13_a02_bs_enus	30
		Compensation and Benefits: Organizational Responsibilities	hr_13_a03_bs_enus	60
		Compensation and Benefits: Regulations, Strategies, and Needs Assessment	hr_13_a01_bs_enus	90
		Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	hr_14_a02_bs_enus	60
		Employee and Labor Relations: Employment Regulations and Organizational Programs	hr_14_a01_bs_enus	90
		Employee and Labor Relations: Unions and Collective Bargaining	hr_14_a03_bs_enus	90
		Human Resource Development: Employee Training	hr_12_a02_bs_enus	60
		Human Resource Development: Performance Appraisal and Talent Management	hr_12_a03_bs_enus	60
		Human Resource Development: Regulations and Organizational Development	hr_12_a01_bs_enus	90
		Human Resources Core Knowledge: Functions and Activities	hr_09_a02_bs_enus	60
		Human Resources Core Knowledge: Skills, Concepts, and Tools	hr_09_a01_bs_enus	60
		Risk Management: Organizational Risk and Safety and Health Legislation	hr_15_a01_bs_enus	90

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Risk Management: Workplace Safety, Security, and Privacy	hr_15_a02_bs_enus	60
		Strategic HR for SPHR Exam Candidates Part I	hr_16_a01_bs_enus	90
		Strategic HR for SPHR Exam Candidates Part II	hr_16_a02_bs_enus	90
		Workforce Planning and Employment: Employment Legislation	hr_11_a01_bs_enus	60
		Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	hr_11_a04_bs_enus	90
		Workforce Planning and Employment: Recruitment Strategies	hr_11_a02_bs_enus	60
		Workforce Planning and Employment: Sourcing and Selecting Candidates	hr_11_a03_bs_enus	90
International Institute of Business Analysis (IIBA)				
Certified Business Analysis Professional (CBAP®)				
		Activities and Tools Used for Business Analysis	ib_cbc_p_a02_it_enus	120
		Analytical Techniques Used for Business Analysis	ib_cbc_p_a01_it_enus	122
		Business Analysis and RADD: Design Definition	ib_cbap_a07_it_enus	52
		Business Analysis and RADD: Requirements Definition	ib_cbap_a06_it_enus	52
		Business Analysis and Requirements Life Cycle Management	ib_cbap_a04_it_enus	79
		Business Analysis and Solution Evaluation	ib_cbap_a08_it_enus	72
		Business Analysis and Strategy Analysis	ib_cbap_a05_it_enus	68
		Business Analysis Competencies: Personal Skills	ib_cbbp_a01_it_enus	68
		Business Analysis Competencies: Professional Effectiveness	ib_cbbp_a02_it_enus	60
		Business Analysis Elicitation and Collaboration	ib_cbap_a03_it_enus	104
		Business Analysis Perspectives	ib_cbbp_a03_it_enus	112
		Business Analysis Planning and Monitoring	ib_cbap_a02_it_enus	93
		Business Analysis Requirements Elicitation	ib_buap_a04_it_enus	120
		Business Analysis Requirements Management and Communication	ib_buap_a05_it_enus	120
		Business Analysis: Enterprise Analysis	ib_buap_a06_it_enus	150
		Business Analysis: Introduction to Requirements Analysis	ib_buap_a07_it_enus	150
		Business Analysis: Solution Assessment and Validation	ib_buap_a09_it_enus	180
		Business Analysis: Verify and Validate Requirements	ib_buap_a08_it_enus	120
		Documentation and Criteria Used for Business Analysis	ib_cbc_p_a03_it_enus	69
		Introduction to Business Analysis	ib_cbap_a01_it_enus	65
		Introduction to Business Analysis and Essential Competencies	ib_buap_a01_it_enus	120
		Introduction to Business Analysis Planning	ib_buap_a02_it_enus	150
		Planning Business Analysis Communication and Monitoring	ib_buap_a03_it_enus	150
ITIL®				
ITIL® Foundation for Service Management				
		ITIL® 2011 Edition Foundation: Continual Service Improvement	ib_itlv_a09_it_enus	90
		ITIL® 2011 Edition Foundation: Introduction to Service Operation	ib_itlv_a07_it_enus	60
		ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	ib_itlv_a01_it_enus	90
		ITIL® 2011 Edition Foundation: Service Design Fundamentals	ib_itlv_a04_it_enus	90

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		ITIL® 2011 Edition Foundation: Service Design Processes	ib_itlv_a05_it_enus	150
		ITIL® 2011 Edition Foundation: Service Operation Processes	ib_itlv_a08_it_enus	120
		ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	ib_itlv_a02_it_enus	150
		ITIL® 2011 Edition Foundation: Service Strategy Processes	ib_itlv_a03_it_enus	90
		ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	ib_itlv_a06_it_enus	150
		Mentoring ITIL Foundation	mntitv3f	0
		TestPrep ITIL Foundation	ib_itlv_a01_tp_enus	60
ITIL® Intermediate Level: Operational Support and Analysis				
		ITIL® 2011 Edition OSA: Function Activities	ib_iosb_a13_it_enus	90
		ITIL® 2011 Edition OSA: Incident Management Interactions	ib_iosb_a04_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Access Management	ib_iosb_a09_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Event Management	ib_iosb_a02_it_enus	210
		ITIL® 2011 Edition OSA: Introduction to Functions	ib_iosb_a12_it_enus	150
		ITIL® 2011 Edition OSA: Introduction to Incident Management	ib_iosb_a03_it_enus	150
		ITIL® 2011 Edition OSA: Introduction to Operational Support and Analysis	ib_iosb_a01_it_enus	90
		ITIL® 2011 Edition OSA: Introduction to Problem Management	ib_iosb_a07_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Request Fulfillment	ib_iosb_a05_it_enus	120
		ITIL® 2011 Edition OSA: Introduction to the Service Desk	ib_iosb_a10_it_enus	120
		ITIL® 2011 Edition OSA: Problem Management Process Interfaces and Challenges	ib_iosb_a08_it_enus	150
		ITIL® 2011 Edition OSA: Request Fulfillment Process Interfaces and Challenges	ib_iosb_a06_it_enus	150
		ITIL® 2011 Edition OSA: Service Desk Metrics and Outsourcing	ib_iosb_a11_it_enus	90
		ITIL® 2011 Edition OSA: Technology and Implementation Considerations	ib_iosb_a14_it_enus	150
PRINCE2®				
PRINCE2® Certification				
		Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	ib_prin_a05_it_enus	120
		Mentoring PRINCE2: Foundation	mntprince2f	0
		Mentoring PRINCE2: Practitioner	mntprince2p	0
		Overview of Project Management (PRINCE2®: 2009-aligned)	ib_prin_a01_it_enus	60
		PRINCE2® Practitioner Exam Information	prin_prac_a01_bs_enus	60
		Project Organization, Planning and Risk (PRINCE2®: 2009-aligned)	ib_prin_a02_it_enus	120
		Project Quality, Change and Progress (PRINCE2®: 2009-aligned)	ib_prin_a03_it_enus	90
		Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	ib_prin_a04_it_enus	90
		Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	ib_prin_a06_it_enus	90
		TestPrep PRINCE2®: Foundation	ib_prin_a01_tp_enus	60
		TestPrep PRINCE2®: Practitioner	prin_prac_a01_tp_enus	150
Project Management Institute (PMI)				
Certified Associate in Project Management (CAPM) - PMBOK® Guide - Fifth Edition-aligned				
		Control Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a02_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Controlling Changes and Closing a Project (PMBOK® Guide Fifth Edition)	proj_20_a03_bs_enus	60
		Controlling Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a02_bs_enus	90
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
		Creating the Work Breakdown Structure (PMBOK® Guide Fifth Edition)	proj_21_a02_bs_enus	90
		Defining and Sequencing Project Activities (PMBOK® Guide Fifth Edition)	proj_22_a01_bs_enus	120
		Developing and Controlling the Project Schedule (PMBOK® Guide Fifth Edition)	proj_22_a03_bs_enus	120
		Direct, Monitor, and Control Project Work (PMBOK® Guide Fifth Edition)	proj_20_a02_bs_enus	90
		Estimating Activity Resources and Durations (PMBOK® Guide Fifth Edition)	proj_22_a02_bs_enus	120
		Identifying Project Risks (PMBOK® Guide Fifth Edition)	proj_27_a02_bs_enus	90
		Integrated Initiation and Planning (PMBOK® Guide Fifth Edition)	proj_20_a01_bs_enus	120
		Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	proj_29_a02_bs_enus	90
		Managing Procurements (PMBOK® Guide Fifth Edition)	proj_28_a02_bs_enus	120
		Managing Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a02_bs_enus	120
		Managing Projects within Organizations (PMBOK® Guide Fifth Edition)	proj_19_a01_bs_enus	120
		Mentoring Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed	mntcapm5ed	0
		Monitoring and Controlling Project Scope (PMBOK® Guide Fifth Edition)	proj_21_a03_bs_enus	90
		Performing Risk Analysis (PMBOK® Guide Fifth Edition)	proj_27_a03_bs_enus	120
		Plan and Manage Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a01_bs_enus	120
		Plan Quality Management (PMBOK® Guide Fifth Edition)	proj_24_a01_bs_enus	120
		Planning Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a01_bs_enus	120
		Planning Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a01_bs_enus	120
		Planning Project Procurement Management (PMBOK® Guide Fifth Edition)	proj_28_a01_bs_enus	90
		Project Management Overview (PMBOK® Guide Fifth Edition)	proj_19_a02_bs_enus	90
		Project Management Process Groups (PMBOK® Guide Fifth Edition)	proj_19_a03_bs_enus	120
		Project Requirements and Defining Scope (PMBOK® Guide Fifth Edition)	proj_21_a01_bs_enus	120
		Project Stakeholder Management (PMBOK® Guide Fifth Edition)	proj_29_a01_bs_enus	90
		Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)	proj_24_a02_bs_enus	120
		Risk Management Planning (PMBOK® Guide Fifth Edition)	proj_27_a01_bs_enus	90
		Risk Response and Control (PMBOK® Guide Fifth Edition)	proj_27_a04_bs_enus	120
		TestPrep Certified Associate in Project Management (CAPM) PMBOK Guide 5th Ed	pm_capm_a02_tp_enus	180
		The Role of Ethics in Project Management	proj_15_a01_bs_enus	90
		PMI-Agile Certified Practitioner (PMI-ACP)		
		Agile Planning	ib_apmf_a02_it_enus	77
		Agile Principles, Methodologies, and Mindset	ib_apmf_a01_it_enus	154
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
		Engaging Agile Stakeholders and Leading Agile Teams	ib_apmf_a04_it_enus	126
		Planning and Monitoring Iterations in Agile Projects	ib_apmf_a03_it_enus	114
		Project Management Professional (PMP) - PMBOK® Guide - Fifth Edition-aligned		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Capturing, Analyzing, and Managing Lessons Learned	proj_20_a04_bs_enus	88
		Control Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a02_bs_enus	60
		Controlling Changes and Closing a Project (PMBOK® Guide Fifth Edition)	proj_20_a03_bs_enus	60
		Controlling Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a02_bs_enus	90
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
		Creating the Work Breakdown Structure (PMBOK® Guide Fifth Edition)	proj_21_a02_bs_enus	90
		Defining and Sequencing Project Activities (PMBOK® Guide Fifth Edition)	proj_22_a01_bs_enus	120
		Developing and Controlling the Project Schedule (PMBOK® Guide Fifth Edition)	proj_22_a03_bs_enus	120
		Direct, Monitor, and Control Project Work (PMBOK® Guide Fifth Edition)	proj_20_a02_bs_enus	90
		Estimating Activity Resources and Durations (PMBOK® Guide Fifth Edition)	proj_22_a02_bs_enus	120
		Identifying Project Risks (PMBOK® Guide Fifth Edition)	proj_27_a02_bs_enus	90
		Integrated Initiation and Planning (PMBOK® Guide Fifth Edition)	proj_20_a01_bs_enus	120
		Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	proj_29_a02_bs_enus	90
		Managing Procurements (PMBOK® Guide Fifth Edition)	proj_28_a02_bs_enus	120
		Managing Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a02_bs_enus	120
		Managing Projects within Organizations (PMBOK® Guide Fifth Edition)	proj_19_a01_bs_enus	120
		Mentoring Project Management Professional (PMP) PMBOK Guide 5th Edition Aligned	mntpmp5ed	0
		Monitoring and Controlling Project Scope (PMBOK® Guide Fifth Edition)	proj_21_a03_bs_enus	90
		Performing Risk Analysis (PMBOK® Guide Fifth Edition)	proj_27_a03_bs_enus	120
		Plan and Manage Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a01_bs_enus	120
		Plan Quality Management (PMBOK® Guide Fifth Edition)	proj_24_a01_bs_enus	120
		Planning Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a01_bs_enus	120
		Planning Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a01_bs_enus	120
		Planning Project Procurement Management (PMBOK® Guide Fifth Edition)	proj_28_a01_bs_enus	90
		Project Management Overview (PMBOK® Guide Fifth Edition)	proj_19_a02_bs_enus	90
		Project Management Process Groups (PMBOK® Guide Fifth Edition)	proj_19_a03_bs_enus	120
		Project Requirements and Defining Scope (PMBOK® Guide Fifth Edition)	proj_21_a01_bs_enus	120
		Project Stakeholder Management (PMBOK® Guide Fifth Edition)	proj_29_a01_bs_enus	90
		Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)	proj_24_a02_bs_enus	120
		Quality Management for Continuous Improvement	proj_24_a03_bs_enus	73
		Risk Management Planning (PMBOK® Guide Fifth Edition)	proj_27_a01_bs_enus	90
		Risk Response and Control (PMBOK® Guide Fifth Edition)	proj_27_a04_bs_enus	120
		Strategic Alignment and Benefits Realization	proj_20_a05_bs_enus	79
		TestPrep Project Management Professional PMBOK 5th Ed (Jan 2016 update)	pm_proj_a05_tp_enus	240
		The Role of Ethics in Project Management	proj_15_a01_bs_enus	90
Society for Human Resource Management (SHRM)				
SHRM Certified Professional (SHRM-CP)				
		HR Competencies: Business Acumen and Relationship Management	hr_17_a02_bs_enus	59

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		HR Competencies: Consultation and Critical Evaluation	hr_17_a03_bs_enus	64
		HR Competencies: Global and Cultural Effectiveness and Communication	hr_17_a04_bs_enus	65
		HR Competencies: Leadership and Ethical Practice	hr_17_a01_bs_enus	56
		Human Resource Strategy Management: Business and HR Strategy	hr_21_a02_bs_enus	81
		Human Resource Strategy Management: Strategic Planning	hr_21_a01_bs_enus	73
		Management of People: Employee Engagement	hr_18_a02_bs_enus	74
		Management of People: Learning and Development	hr_18_a03_bs_enus	85
		Management of People: Talent Acquisition and Retention	hr_18_a01_bs_enus	102
		Management of People: Total Rewards	hr_18_a04_bs_enus	76
		Organization and HR: Employee Relations	hr_19_a04_bs_enus	116
		Organization and HR: Organizational Effectiveness and Development	hr_19_a02_bs_enus	64
		Organization and HR: Structure of the HR Function	hr_19_a01_bs_enus	69
		Organization and HR: Workforce Management and Using Technology and Data	hr_19_a03_bs_enus	99
		Workplace Management: Corporate Social Responsibility	hr_20_a03_bs_enus	86
		Workplace Management: Employment Laws and Regulations	hr_20_a04_bs_enus	109
		Workplace Management: Global HR, Diversity, and Inclusion	hr_20_a01_bs_enus	114
		Workplace Management: Risk Management	hr_20_a02_bs_enus	81
		SHRM Senior Certified Professional (SHRM-SCP)		
		Advanced HR Management: Competencies for Senior HR Professionals Part I	hr_22_a01_bs_enus	64
		Advanced HR Management: Competencies for Senior HR Professionals Part II	hr_22_a02_bs_enus	64
		Advanced Human Resources Management: People and Organization	hr_22_a03_bs_enus	138
		Advanced Human Resources Management: Workplace and HR Strategy	hr_22_a04_bs_enus	75
		HR Competencies: Business Acumen and Relationship Management	hr_17_a02_bs_enus	59
		HR Competencies: Consultation and Critical Evaluation	hr_17_a03_bs_enus	64
		HR Competencies: Global and Cultural Effectiveness and Communication	hr_17_a04_bs_enus	65
		HR Competencies: Leadership and Ethical Practice	hr_17_a01_bs_enus	56
		Human Resource Strategy Management: Business and HR Strategy	hr_21_a02_bs_enus	81
		Human Resource Strategy Management: Strategic Planning	hr_21_a01_bs_enus	73
		Management of People: Employee Engagement	hr_18_a02_bs_enus	74
		Management of People: Learning and Development	hr_18_a03_bs_enus	85
		Management of People: Talent Acquisition and Retention	hr_18_a01_bs_enus	102
		Management of People: Total Rewards	hr_18_a04_bs_enus	76
		Organization and HR: Employee Relations	hr_19_a04_bs_enus	116
		Organization and HR: Organizational Effectiveness and Development	hr_19_a02_bs_enus	64
		Organization and HR: Structure of the HR Function	hr_19_a01_bs_enus	69
		Organization and HR: Workforce Management and Using Technology and Data	hr_19_a03_bs_enus	99
		Workplace Management: Corporate Social Responsibility	hr_20_a03_bs_enus	86
		Workplace Management: Employment Laws and Regulations	hr_20_a04_bs_enus	109

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Workplace Management: Global HR, Diversity, and Inclusion	hr_20_a01_bs_enus	114
		Workplace Management: Risk Management	hr_20_a02_bs_enus	81
Business Exploration Series				
Business Impact Series				
Call Center				
		Aligning Agent Behaviors with Caller Types	_pc_bi_ctbi010	6
		Aligning Performance to Key Indicators	_pc_bi_ctbi007	6
		Converting a Call Center to a Profit Center	_pc_bi_ctbi001	6
		Creating an Effective On-hold Message	_pc_bi_ctbi008	6
		Customer Service Training - The Interview and Beyond	_pc_bi_ctbi004	6
		Disaster Recovery - Keeping the Lines Open	_pc_bi_ctbi005	6
		Managing Your Call Center More Efficiently	_pc_bi_ctbi002	6
		Preventing Agent Absenteeism through Better Working Conditions	_pc_bi_ctbi006	6
		Prioritizing Rewards and Recognition in Call Centers	_pc_bi_ctbi011	6
		The Importance of Call Tracking and Ticketing	_pc_bi_ctbi003	6
Finance and Accounting				
		Assessing Nonrecurring Items in Income Statements	_pc_bi_fabi009	6
		Attracting New Investors - Keeping Presentations Focused	_pc_bi_fabi004	6
		Deconstructing the Balance Sheet	_pc_bi_fabi010	6
		Increasing Cash Flow in Times of Need	_pc_bi_fabi003	6
		Outsourcing Financial Activities	_pc_bi_fabi001	6
		Recession: How it Affects Business	_pc_bi_fabi008	6
		Recognizing The Value of Intangible Assets	_pc_bi_fabi007	6
		The Time Value of Money: Possible Pitfalls	_pc_bi_fabi011	6
		Using Audits to Help Prevent Business Fraud	_pc_bi_fabi002	6
		What's Your Gross Profit Margin Really Saying?	_pc_bi_fabi006	6
Human Resources				
		Aligning Recruitment to Job Requirements	_pc_bi_hrbi001	6
		Communicating Properly during Layoffs	_pc_bi_hrbi005	6
		Conducting Interviews: Asking the Right Questions	_pc_bi_hrbi014	6
		Creating a Compelling Job Description	_pc_bi_hrbi015	6
		Fringe Benefits: Maintaining a Competitive Hiring Advantage	_pc_bi_hrbi004	6
		Guarding Against Interviewing Biases	_pc_bi_hrbi003	6
		Managing Top Performers Is Always Easy...Right?	_pc_bi_hrbi013	6
		Managing Workplace Stress	_pc_bi_hrbi006	6
		Reframing Negative Situations	_pc_bi_hrbi008	6
		Underperforming Employee – Now What?	_pc_bi_hrbi010	6
		Understanding Workplace Diversity	_pc_bi_hrbi002	6

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Leadership				
		Building Trust Incrementally	_pc_bi_lsbi004	6
		Communicating a Shared Vision	_pc_bi_lsbi001	6
		Developing the Next Generation	_pc_bi_lsbi007	6
		Executing Innovation	_pc_bi_lsbi016	6
		Fostering a Business Execution Culture	_pc_bi_lsbi008	6
		Influencing Key Decision Makers	_pc_bi_lsbi015	6
		Inspiring Your Team	_pc_bi_lsbi010	6
		Involving Employees in Corporate Change	_pc_bi_lsbi011	6
		Knowing When to Take Leadership Risks	_pc_bi_lsbi006	6
		Leading Outside the Organization	_pc_bi_lsbi005	6
		Leading Teams through Change	_pc_bi_lsbi003	6
		Making Meetings Work	_pc_bi_pfb018	6
		Returning to Core Competencies	_pc_bi_lsbi014	6
		Succession Planning	_pc_bi_lsbi002	6
		The Art of Effective Coaching	_pc_bi_lsbi018	6
		Turning Problems Around with Reverse Brainstorming	_pc_bi_lsbi017	6
		Wanted - Innovation Leaders	_pc_bi_lsbi013	6
Management				
		Communicating Organizational Change	_pc_bi_mgb015	6
		Communicating with a Cross-cultural Audience	_pc_bi_pfb020	6
		Confrontation: What's the Best Approach	_pc_bi_mgb009	6
		Delegating Appropriate Tasks	_pc_bi_mgb007	6
		Developing Adaptable Managers	_pc_bi_mgb013	6
		Employee Exhaustion: Managing a Well-balanced Workload	_pc_bi_mgb010	6
		Making Meetings Work	_pc_bi_pfb018	6
		Managing an Aging Workforce	_pc_bi_mgb005	6
		Managing Communications in a Virtual Team	_pc_bi_mgb001	6
		Managing Expatriates' Career Development	_pc_bi_mgb011	6
		Managing Fairly	_pc_bi_mgb016	6
		Managing the Stress of Organizational Change	_pc_bi_mgb004	6
		Managing Top Performers Is Always Easy...Right?	_pc_bi_hrb013	6
		Performance Dashboard or Scorecard?	_pc_bi_mgb012	6
		Preventing High Turnover Rates: How to Keep The Best	_pc_bi_mgb008	6
		Prioritizing Personal and Professional Responsibilities	_pc_bi_mgb003	6
		The Art of Effective Coaching	_pc_bi_lsbi018	6
		Understanding the Motives of Millennials	_pc_bi_mgb014	6
		Using Conflict to an Organization's Advantage	_pc_bi_mgb002	6

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Professional Foundations				
		Anticipating and Solving Problems as a Project Champion	_pc_bi_pmbi007	6
		Are You Listening to Your Customers?	_pc_bi_ssbi001	6
		Beyond Change: Working with Agility	_pc_bi_pabi009	6
		Blame Backfires--Conquer Negative Thinking	_pc_bi_pfb003	6
		Broadening Your Learning Horizons	_pc_bi_pabi013	6
		Building Trust Incrementally	_pc_bi_lsbi004	6
		Communicating with a Cross-cultural Audience	_pc_bi_pfb020	6
		Conquering Career Stagnation	_pc_bi_pfb019	6
		Coping with Aggressive Behavior in the Workplace	_pc_bi_pabi008	6
		Coping with Information Overload	_pc_bi_pfb002	6
		Criticism in Context	_pc_bi_pfb016	6
		Disciplines of Organizational Learning: Personal Mastery	_pc_bi_pfb011	6
		Do You Share Your Organization's Values?	_pc_bi_pabi006	6
		Effective Body Language in Negotiations	_pc_bi_pfb013	6
		Effective Critical Analysis of Business Reports	_pc_bi_pfb004	6
		Facilitating Work-related Conflict Discussions	_pc_bi_pfb015	6
		Handling Difficult Questions as a Presenter	_pc_bi_pabi007	6
		How High Is Your EQ?	_pc_bi_pfb009	6
		Listening to Improve Conversation	_pc_bi_pabi001	6
		Listening to Your Customers	_pc_bi_spbi002	6
		Making Meetings Work	_pc_bi_pfb018	6
		Making Yourself Approachable	_pc_bi_pabi011	6
		Managing Projects with No Direct Authority	_pc_bi_pmbi001	6
		Managing Scope on a Project	_pc_bi_pmbi004	6
		Managing the Stress of Organizational Change	_pc_bi_mgb004	6
		Mediating Project Team Conflict	_pc_bi_pfb006	6
		Peer Political Styles	_pc_bi_pabi010	6
		Perseverance: Flexibility in Action	_pc_bi_pabi004	6
		Personal Conflict Styles	_pc_bi_pabi002	6
		Planning for Interruptions Helps with Procrastination	_pc_bi_pfb014	6
		Playing the Devil's Advocate in Decision Making	_pc_bi_pfb005	6
		Preparing for Your Performance Appraisal	_pc_bi_pfb017	6
		Prioritizing Personal and Professional Responsibilities	_pc_bi_mgb003	6
		Rebuilding Trust	_pc_bi_pabi005	6
		Safe Small Talk	_pc_bi_pfb012	6
		Selling to Key Players	_pc_bi_spbi001	6
		Support Your Leader	_pc_bi_pfb010	6

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		The Dangers of Multitasking	_pc_bi_pabi003	12
		The Importance of Call Tracking and Ticketing	_pc_bi_ctbi003	6
		The Importance of Flexibility in the Workplace	_pc_bi_pfb007	6
		Turning Problems Around with Reverse Brainstorming	_pc_bi_lsbi017	6
		When Too Many Meetings Are Just Too Much	_pc_bi_pfb008	6
		Writing for Business	_pc_bi_pabi012	6
		Project Management		
		Addressing Stakeholder Conflicts	_pc_bi_pmbi008	6
		Anticipating and Solving Problems as a Project Champion	_pc_bi_pmbi007	6
		Controlling Project Cost	_pc_bi_pmbi010	6
		Ensuring Management Buy-in on a Project	_pc_bi_pmbi002	6
		Managing Conflict in Project Teams	_pc_bi_pmbi003	6
		Managing Projects with No Direct Authority	_pc_bi_pmbi001	6
		Managing Scope on a Project	_pc_bi_pmbi004	6
		Managing Vendor Relationships	_pc_bi_pmbi006	6
		Portfolios, Programs, and Projects: What's the Difference?	_pc_bi_pmbi009	6
		Weighing the Costs of Project Change	_pc_bi_pmbi005	6
		Sales		
		Appealing to Prospects	_pc_bi_sabi012	6
		Building Momentum in Discovery Meetings	_pc_bi_sabi011	12
		Building Profitable Customer Relationships	_pc_bi_spbi017	6
		Communicating a High-impact Business Case	_pc_bi_sabi019	12
		Connecting Customers and Solutions	_pc_bi_sabi008	6
		Connecting the Dots: Insightful Account Management	_pc_bi_sabi016	6
		Dealing with Negotiation Challenges	_pc_bi_sabi009	6
		Dealing with Questions, Objections, and Resistance	_pc_bi_sabi005	6
		Designing Products to Fit the Channel	_pc_bi_spbi005	6
		Don't Only Go for the Big Fish	_pc_bi_spbi009	6
		Educating and Collaborating with Customers	_pc_bi_sabi006	6
		Effective Cold Calling	_pc_bi_sabi007	6
		Get it Together: Organizing Your Sales Approach	_pc_bi_sabi002	6
		Getting Your Head around Pipeline Management	_pc_bi_sabi013	6
		Listening to Your Customers	_pc_bi_spbi002	6
		Making the Cold Call	_pc_bi_sabi020	12
		Managing Implementation Problems	_pc_bi_sabi010	6
		Overcoming Resistance to Coaching	_pc_bi_sabi021	6
		Planning for Effective Selling	_pc_bi_spbi004	6
		Presentations That Get People Talking	_pc_bi_sabi003	6

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Prompting Action through Focused Communication	_pc_bi_sabi014	6
		Regaining Your Customer's Trust	_pc_bi_sabi015	6
		Responding to Bad News	_pc_bi_sabi018	6
		Sales and Marketing: Two Sides of the Same Coin?	_pc_bi_spbi011	6
		Sales Support Roles for Better Customer Interaction	_pc_bi_spbi007	6
		Selling to Key Players	_pc_bi_spbi001	6
		Storming: Developing and Leading Your Sales Team	_pc_bi_spbi003	6
		Talking about the Competition	_pc_bi_sabi017	6
		Talking Value with Your Customers	_pc_bi_sabi004	6
		The Angry Caller: What's Your Plan?	_pc_bi_spbi016	6
		The Ethics of Gift Giving	_pc_bi_spbi014	6
		The Etiquette of Cross-cultural Gift Giving	_pc_bi_spbi015	6
		Trade Show Marketing - Planning Ahead	_pc_bi_spbi013	6
		Using Persuasion Techniques to Boost Sales	_pc_bi_spbi018	12
		Using Web Analytics to Increase Sales	_pc_bi_spbi012	6
		Six Sigma		
		A Critical-to-quality Tree - What's That?	_pc_bi_ssbi006	6
		Are You Listening to Your Customers?	_pc_bi_ssbi001	6
		Basic Measurement Concepts in Six Sigma	_pc_bi_ssbi007	6
		Five Steps to Perfection: Implementing Lean	_pc_bi_ssbi009	6
		Lean Inbound Transportation	_pc_bi_ssbi004	6
		Quick Wins in Six Sigma Implementation	_pc_bi_ssbi002	6
		Six Sigma Versus TQM	_pc_bi_ssbi003	6
		Value Stream Maps for Non-manufacturing Processes	_pc_bi_ssbi010	6
		Challenge Series		
		Call Center		
		Creating a Customer-focused Organization	_pc_ch_lach020	15
		Finance and Accounting		
		Using Financial Analysis for Credit Decisions	_pc_ch_lach012	15
		Human Resources		
		Attracting and Retaining Talent	_pc_ch_lach021	15
		Hiring a New Employee	_pc_ch_lach028	15
		Making the Move Into Management	_pc_ch_lach029	15
		IT Security		
		Applying Security Best Practices to a Physical Environment	_pc_ch_isch001	24
		Leadership		
		Attracting and Retaining Talent	_pc_ch_lach021	15
		Building and Leading Teams	_pc_ch_lach023	15

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Building Upward Relationships	_pc_ch_lach039	15
		Coaching	_pc_ch_lach024	15
		Competitive Awareness and Strategy	_pc_ch_lach022	15
		Coping with Accusations in the Workplace	_pc_ch_lsch003	18
		Crafting an Organizational Vision	_pc_ch_lach040	15
		Critical Thinking	_pc_ch_lach025	15
		Delivering Bad News Effectively	_pc_ch_lach033	15
		Developing a Business Execution Culture	_pc_ch_lach001	15
		Dispute Resolution in International Contracts	_pc_ch_lsch005	12
		Ethics, Integrity, and Trust	_pc_ch_lach005	15
		Evaluating Globalization Opportunities	_pc_ch_lach019	15
		Hiring Strategic Thinkers	_pc_ch_lach011	15
		Increasing Competitiveness through Collaboration	_pc_ch_lsch006	12
		Influence and Persuasion	_pc_ch_lach016	15
		Leader as Motivator	_pc_ch_lach008	15
		Leading Change	_pc_ch_lach004	15
		Leading Innovation	_pc_ch_lach010	15
		Motivating Human Behavior	_pc_ch_lsch002	30
		Perseverance and Flexibility in Times of Crisis	_pc_ch_lach026	15
		Promoting Creative Thinking	_pc_ch_lach035	15
		Recognizing Natural Leaders	_pc_ch_lsch001	18
		Succession Planning and Management Programs	_pc_ch_lsch004	12
		Surviving the Talent Crunch	_pc_ch_lsch007	12
		The Emotionally Intelligent Leader	_pc_ch_lach014	15
		Management		
		Attracting and Retaining Talent	_pc_ch_lach021	15
		Building Upward Relationships	_pc_ch_lach039	15
		Coaching	_pc_ch_lach024	15
		Competitive Awareness and Strategy	_pc_ch_lach022	15
		Delivering Bad News Effectively	_pc_ch_lach033	15
		Developing Employees through Delegation	_pc_ch_lach017	15
		Developing People	_pc_ch_lach013	15
		Employee Dismissal	_pc_ch_lach038	15
		Employee Engagement	_pc_ch_mgch006	24
		Giving Appropriate Feedback	_pc_ch_lach006	15
		Hiring a New Employee	_pc_ch_lach028	15
		Making the Move Into Management	_pc_ch_lach029	15
		Managing Conflict	_pc_ch_lach009	15

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Managing Diversity	_pc_ch_lach015	15
		Managing Goals	_pc_ch_lach027	15
		Managing Meetings for Productivity and Effectiveness	_pc_ch_lach031	15
		Managing Performance	_pc_ch_lach002	15
		Perseverance and Flexibility in Times of Crisis	_pc_ch_lach026	15
		Power and Politics in Matrixed Teams	_pc_ch_mgch002	15
		Professional Foundations		
		Acting Decisively	_pc_ch_lach034	15
		Asserting Yourself in the Workplace	_pc_ch_pach016	15
		Building and Managing Upward Relationships	_pc_ch_pach008	15
		Building Better Relationships through Understanding	_pc_ch_pach017	15
		Building Peer Relationships	_pc_ch_pach019	15
		Choosing the Right Team Culture	_pc_ch_pfch006	12
		Conflict: Avoid, Confront, or Delay?	_pc_ch_pach004	15
		Coping with Conflicting Priorities	_pc_ch_pach005	15
		Creating Work/Life Balance	_pc_ch_lach036	15
		Creativity: Developing and Communicating Ideas	_pc_ch_pach025	15
		Critical Thinking	_pc_ch_lach025	15
		Demonstrating Accountability in a Crisis Situation	_pc_ch_lach007	15
		Developing Organizational Agility	_pc_ch_pach024	15
		Developing Your Career	_pc_ch_lach037	15
		Developing Your Customer Focus	_pc_ch_pach009	15
		Effective Listening	_pc_ch_lach030	15
		Emotional Intelligence at Work	_pc_ch_pach014	15
		Exploring Self-development	_pc_ch_pach023	15
		Getting Ready to Present	_pc_ch_pach018	15
		Getting Time under Control	_pc_ch_pach021	15
		Giving Feedback to Coworkers	_pc_ch_pach006	15
		Listening with Skill	_pc_ch_pach002	15
		Managing Goals	_pc_ch_lach027	15
		Meeting Team Performance Challenges	_pc_ch_pach010	15
		Negotiating Contract Terms	_pc_ch_pach001	15
		Office Politics – What Will You Do?	_pc_ch_pfch004	15
		Persevering through Setbacks	_pc_ch_pach011	15
		Planning Your Career	_pc_ch_pach013	15
		Problem Solving: Process, Tools, and Techniques	_pc_ch_pach003	15
		Reacting to Co-workers Who Try Taking Advantage	_pc_ch_pfch003	21
		Setting and Managing Priorities	_pc_ch_lach018	15

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Setting Goals	_pc_ch_pach007	15
		Targeting Personal Learning	_pc_ch_pach022	15
		The Ethics Enigma	_pc_ch_pach020	15
		The Fruits of Integrity: Building Trust at Work	_pc_ch_pach012	15
		Written Communication	_pc_ch_pach015	15
		Project Management		
		Project Management Essentials	_pc_ch_lach041	15
		Supporting Project Managers	_pc_ch_lach042	15
		Uncovering the Root Problem	_pc_ch_lach003	15
		Sales		
		Aligning Your Business Case to Customer Priorities	_pc_ch_sach018	15
		Communicating Your Company's Value	_pc_ch_sach004	15
		Competitive Awareness and Strategy	_pc_ch_lach022	15
		Crafting Sales Strategies	_pc_ch_spch002	12
		Demonstrating Business Acumen	_pc_ch_sach013	15
		Effective Sales Coaching	_pc_ch_sach020	15
		Gaining Access through Cold Calls	_pc_ch_sach019	15
		Getting Organized to Meet Your Sales Goals	_pc_ch_sach002	15
		Initiating Discovery Meetings	_pc_ch_sach001	15
		Making Contact: Access Strategies	_pc_ch_sach007	15
		Managing a Sales Pipeline	_pc_ch_sach012	15
		Negotiating with Your Customer	_pc_ch_sach009	15
		Performance Payout Plans	_pc_ch_spch004	21
		Preparing to Implement Solutions	_pc_ch_sach010	15
		Prospecting Strategically	_pc_ch_sach011	15
		Responding to News of a Lost Sale	_pc_ch_sach017	15
		Selling with Trust	_pc_ch_sach014	15
		The Proof Is in the Proposal	_pc_ch_sach003	15
		Turning Obstacles into Opportunities	_pc_ch_sach005	15
		Turning Potential Customers into Allies	_pc_ch_sach008	15
		Using Competitive Selling Skills	_pc_ch_sach016	15
		Using Customer Knowledge to Advance Sales	_pc_ch_sach006	15
		Vendor Negotiations: Choosing the Best Approach	_pc_ch_lach032	15
		Six Sigma		
		Does Your Business Really Need Six Sigma?	_pc_ch_ssch001	21
		Identifying Candidates for Key Six Sigma Roles	_pc_ch_ssch002	21
Business Skills Curricula				
Administrative Support Curriculum				

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

Essential Skills for Administrative Support Professionals				
		Administrative Professionals: Common Administrative Support Tasks	ad_01_a02_bs_enus	60
		Administrative Professionals: Interacting with Others	ad_01_a04_bs_enus	60
		Administrative Professionals: Maximizing Your Relationship with Your Boss	ad_01_a03_bs_enus	60
		Administrative Professionals: Putting Your Best Foot Forward	ad_01_a05_bs_enus	60
Business Analysis Curriculum				
Certified Business Analysis Professional (CBAP™) - BABOK® Guide V2.0 aligned				
		Business Analysis Requirements Elicitation	ib_buap_a04_it_enus	120
		Business Analysis Requirements Management and Communication	ib_buap_a05_it_enus	120
		Business Analysis: Enterprise Analysis	ib_buap_a06_it_enus	150
		Business Analysis: Introduction to Requirements Analysis	ib_buap_a07_it_enus	150
		Business Analysis: Solution Assessment and Validation	ib_buap_a09_it_enus	180
		Business Analysis: Verify and Validate Requirements	ib_buap_a08_it_enus	120
		Final Exam: Certified Business Analysis Professional (CBAP) - BABOK V2.0 aligned	ib_buap_a01_fe_enus	252
		Introduction to Business Analysis and Essential Competencies	ib_buap_a01_it_enus	120
		Introduction to Business Analysis Planning	ib_buap_a02_it_enus	150
		Planning Business Analysis Communication and Monitoring	ib_buap_a03_it_enus	150
BABOK® v3: Business Analysis Competencies				
		Business Analysis Competencies: Personal Skills	ib_cbbp_a01_it_enus	68
		Business Analysis Competencies: Professional Effectiveness	ib_cbbp_a02_it_enus	60
		Business Analysis Perspectives	ib_cbbp_a03_it_enus	112
BABOK® v3: Business Analysis Key Concepts				
		Business Analysis and RADD: Design Definition	ib_cbap_a07_it_enus	52
		Business Analysis and RADD: Requirements Definition	ib_cbap_a06_it_enus	52
		Business Analysis and Requirements Life Cycle Management	ib_cbap_a04_it_enus	79
		Business Analysis and Solution Evaluation	ib_cbap_a08_it_enus	72
		Business Analysis and Strategy Analysis	ib_cbap_a05_it_enus	68
		Business Analysis Elicitation and Collaboration	ib_cbap_a03_it_enus	104
		Business Analysis Planning and Monitoring	ib_cbap_a02_it_enus	93
		Introduction to Business Analysis	ib_cbap_a01_it_enus	65
BABOK® v3: Business Analysis Techniques				
		Activities and Tools Used for Business Analysis	ib_cbc_p_a02_it_enus	120
		Analytical Techniques Used for Business Analysis	ib_cbc_p_a01_it_enus	122
		Documentation and Criteria Used for Business Analysis	ib_cbc_p_a03_it_enus	69
Communication Curriculum				
Anger Management Essentials				
		Anger Management Essentials: Managing and Controlling Anger	comm_30_a02_bs_enus	60
		Anger Management Essentials: Understanding Anger	comm_30_a01_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Basic Presentation Skills				
		Basic Presentation Skills: Creating a Presentation	comm_33_a02_bs_enus	60
		Basic Presentation Skills: Delivering a Presentation	comm_33_a03_bs_enus	60
		Basic Presentation Skills: Planning a Presentation	comm_33_a01_bs_enus	60
		Handling Difficult Questions as a Presenter	_pc_bi_pabi007	6
Business Grammar Basics				
		Business Grammar: Common Usage Errors	comm_20_a06_bs_enus	60
		Business Grammar: Parts of Speech	comm_20_a01_bs_enus	60
		Business Grammar: Punctuation	comm_20_a04_bs_enus	60
		Business Grammar: Sentence Construction	comm_20_a05_bs_enus	60
		Business Grammar: The Mechanics of Writing	comm_20_a03_bs_enus	60
		Business Grammar: Working with Words	comm_20_a02_bs_enus	60
		Final Exam: Business Grammar Basics	comm_20_a01_fe_enus	72
Business Writing Basics				
		Business Writing: Editing and Proofreading	comm_19_a03_bs_enus	60
		Business Writing: How to Write Clearly and Concisely	comm_19_a02_bs_enus	60
		Business Writing: Know Your Readers and Your Purpose	comm_19_a01_bs_enus	60
		Final Exam: Business Writing Basics	comm_19_a01_fe_enus	36
		Writing for Business	_pc_bi_pabi012	6
		Written Communication	_pc_ch_pach015	15
Communicate with Diplomacy and Tact				
		Delivering a Difficult Message with Diplomacy and Tact	comm_34_a03_bs_enus	60
		Strategies for Communicating with Tact and Diplomacy	comm_34_a02_bs_enus	60
		The Impact of Situation and Style when Communicating with Diplomacy and Tact	comm_34_a01_bs_enus	60
Communicating Effectively with the 'C' Level				
		Preparing to Communicate Effectively at the 'C' Level	comm_31_a01_bs_enus	60
		Techniques for Communicating Effectively with Senior Executives	comm_31_a02_bs_enus	60
Communicating with Impact				
		Asserting Yourself in the Workplace	_pc_ch_pach016	15
		Being a Receptive Communication Partner	comm_35_a03_bs_enus	25
		Communication Challenges: Navigating Choppy Waters	comm_35_a04_bs_enus	25
		Communication Methods that Make Sense – and Make Your Point	comm_35_a02_bs_enus	34
		Interpersonal Communication that Builds Trust	comm_35_a01_bs_enus	28
		Making Yourself Approachable	_pc_bi_pabi011	6
Constructive Feedback				
		Criticism in Context	_pc_bi_pfb016	6
		Delivering Feedback	comm_44_a02_bs_enus	23
		Feedback and Its Vital Role in the Workplace	comm_44_a01_bs_enus	29

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Giving Appropriate Feedback	_pc_ch_lach006	15
		Giving Feedback to Coworkers	_pc_ch_pach006	15
		Making Feedback a Regular Occurrence	comm_44_a04_bs_enus	24
		Receiving Feedback	comm_44_a03_bs_enus	20
		Developing Your Emotional Intelligence		
		Emotional Intelligence at Work	_pc_ch_pach014	15
		Emotional Intelligence: Applying EI at Work	comm_41_a04_bs_enus	30
		Emotional Intelligence: Being Aware of the Emotions of Others	comm_41_a03_bs_enus	33
		Emotional Intelligence: Building Self-Management Skills	comm_41_a02_bs_enus	31
		Emotional Intelligence: Owning Your Emotions	comm_41_a01_bs_enus	34
		How High Is Your EQ?	_pc_bi_pfb009	6
		E-mail Essentials for Business		
		Addressing and Redistributing E-mail	comm_17_a02_bs_enus	60
		Final Exam: E-mail Essentials for Business	comm_17_a01_fe_enus	36
		Managing Your E-mail	comm_17_a03_bs_enus	60
		Using E-mail and Instant Messaging Effectively	comm_17_a01_bs_enus	60
		Engaging Others with Tact and Diplomacy		
		Connecting with Others through Diplomacy and Tact	comm_45_a03_bs_enus	22
		Diplomacy and Tact for Every Day	comm_45_a01_bs_enus	28
		Diplomacy and Tact in Challenging Situations	comm_45_a02_bs_enus	29
		Using Humor with Diplomacy and Tact	comm_45_a04_bs_enus	25
		Fundamentals of Cross Cultural Communication		
		Communicating Across Cultures	comm_26_a02_bs_enus	60
		Communicating with a Cross-cultural Audience	_pc_bi_pfb020	6
		Culture and Its Effect on Communication	comm_26_a01_bs_enus	60
		Dispute Resolution in International Contracts	_pc_ch_lsch005	12
		Improving Communication in Cross-cultural Relationships	comm_26_a03_bs_enus	60
		Fundamentals of Working with Difficult People		
		Blame Backfires--Conquer Negative Thinking	_pc_bi_pfb003	6
		Coping with Aggressive Behavior in the Workplace	_pc_bi_pabi008	6
		Reacting to Co-workers Who Try Taking Advantage	_pc_ch_pfch003	21
		Working with Difficult People: Dealing with Micromanagers	comm_23_a07_bs_enus	60
		Working with Difficult People: How to Work with Aggressive People	comm_23_a02_bs_enus	60
		Working with Difficult People: How to Work with Manipulative People	comm_23_a05_bs_enus	60
		Working with Difficult People: How to Work with Negative People	comm_23_a03_bs_enus	60
		Working with Difficult People: How to Work with Procrastinators	comm_23_a04_bs_enus	60
		Working with Difficult People: How to Work with Self-serving People	comm_23_a06_bs_enus	60
		Working with Difficult People: Identifying Difficult People	comm_23_a01_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Getting Results without Direct Authority				
	Getting Results without Direct Authority: Building Relationships and Credibility	comm_27_a01_bs_enus		60
	Getting Results without Direct Authority: Influencing Your Boss	comm_27_a04_bs_enus		60
	Getting Results without Direct Authority: Persuasive Communication	comm_27_a02_bs_enus		60
	Getting Results without Direct Authority: Reciprocity	comm_27_a03_bs_enus		60
	Influence and Persuasion	_pc_ch_lach016		15
	Influencing Key Decision Makers	_pc_bi_lsbi015		6
How to Succeed in Listening				
	Active Listening Skills for Professionals	comm_43_a03_bs_enus		30
	Be a Better Listener	comm_43_a01_bs_enus		28
	Effective Listening	_pc_ch_lach030		15
	Listening to Improve Conversation	_pc_bi_pabi001		6
	Listening with Skill	_pc_ch_pach002		15
	Mastering Active Listening in the Workplace	comm_43_a04_bs_enus		34
	Roadblocks to Excellent Listening	comm_43_a02_bs_enus		28
How to Write an Effective Internal Business Case				
	Preparing a Business Case	comm_01_a01_bs_enus		150
	Presenting Your Case	comm_01_a03_bs_enus		150
	Writing a Business Case	comm_01_a02_bs_enus		150
Issue-focused Negotiation				
	Effective Body Language in Negotiations	_pc_bi_pfb013		6
	Issue-focused Negotiation: Are You Ready?	comm_40_a01_bs_enus		36
	Reaching a Negotiated Agreement	comm_40_a03_bs_enus		27
	Tailoring Your Negotiating Approach	_pc_ch_coch002		15
	Vendor Negotiations: Choosing the Best Approach	_pc_ch_lach032		15
	You and Your Negotiating Counterpart	comm_40_a02_bs_enus		34
Professional Networking Essentials				
	Professional Networking Essentials: Developing Confidence	comm_38_a02_bs_enus		60
	Professional Networking Essentials: Finding Opportunities To Make Connections	comm_38_a01_bs_enus		60
Running Effective Business Meetings				
	Dealing with Common Meeting Problems	comm_32_a03_bs_enus		60
	Making Meetings Work	_pc_bi_pfb018		6
	Managing Effective Business Meetings	comm_32_a02_bs_enus		60
	Managing Meetings for Productivity and Effectiveness	_pc_ch_lach031		15
	Preparing for Effective Business Meetings	comm_32_a01_bs_enus		60
	When Too Many Meetings Are Just Too Much	_pc_bi_pfb008		6
Telephone Essentials for Business				
	Essential Skills for Professional Telephone Calls	comm_18_a01_bs_enus		60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Workplace Conflict		
		Adapting Your Conflict Style	comm_39_a03_bs_enus	30
		Conflict: Avoid, Confront, or Delay?	_pc_ch_pach004	15
		Confrontation: What's the Best Approach	_pc_bi_mgb009	6
		Coping with Accusations in the Workplace	_pc_ch_lsch003	18
		Managing Conflict	_pc_ch_lach009	15
		Meeting the Challenge of Workplace Conflict	_pc_ch_coch001	15
		Personal Conflict Styles	_pc_bi_pabi002	6
		Preventing Unhealthy Workplace Conflict	comm_39_a01_bs_enus	30
		Working Out and Through Conflict	comm_39_a02_bs_enus	30
		Writing Skills for Technical Professionals		
		Writing for Technical Professionals: Effective Writing Techniques	ib_wstp_a02_it_enus	120
		Writing for Technical Professionals: Preparation and Planning	ib_wstp_a01_it_enus	60
		Customer Service Curriculum		
		Customer Advocacy		
		Customer Advocacy: Communicating to Build Trusting Customer Relationships	cust_11_a01_bs_enus	60
		Customer Advocacy: Enhancing the Customer Experience	cust_11_a02_bs_enus	60
		Customer Advocacy: Supporting Customer Advocacy	cust_11_a03_bs_enus	60
		Customer Focus		
		Creating a Customer-focused Organization	_pc_ch_lach020	15
		Creating and Sustaining a Customer-focused Organization	cust_10_a02_bs_enus	60
		Customer-focused Interaction	cust_10_a03_bs_enus	60
		Developing Your Customer Focus	_pc_ch_pach009	15
		Identifying and Managing Customer Expectations	cust_10_a01_bs_enus	60
		Listening to Your Customers	_pc_bi_spbi002	6
		Customer Service Fundamentals		
		Aligning Performance to Key Indicators	_pc_bi_ctbi007	6
		Customer Service Confrontation and Conflict	cust_09_a05_bs_enus	60
		Customer Service Fundamentals: Building Rapport in Customer Relationships	cust_09_a01_bs_enus	60
		Customer Service in the Field	cust_09_a02_bs_enus	60
		Customer Service over the Phone	cust_09_a03_bs_enus	60
		Internal Customer Service	cust_09_a04_bs_enus	60
		Shaping the Direction of Customer Service in Your Organization	cust_09_a06_bs_enus	60
		The Angry Caller: What's Your Plan?	_pc_bi_spbi016	6
		Customer Service Representative, Process		
		Customer Service Processes and Procedures	cust_08_a01_bs_enus	180
		Dealing with Irrational Customers and Escalating Complaints	cust_08_a04_bs_enus	120
		Quality in a Support Center	cust_08_a02_bs_enus	210

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Support Center Tools, Technologies and Metrics	cust_08_a03_bs_enus	180
		Customer Service Representative, Professionalism		
		Support Center Services and Work Environment	cust_06_a02_bs_enus	180
		Team and Customer Relationships	cust_06_a03_bs_enus	180
		The Customer Service Representative (CSR)	cust_06_a01_bs_enus	210
		Customer Service Representative, Skills		
		Communication Skills	cust_07_a02_bs_enus	210
		Conflict, Stress, and Time Management	cust_07_a03_bs_enus	210
		Customer Interactions	cust_07_a01_bs_enus	210
		Frontline Call Center Skills		
		Aligning Agent Behaviors with Caller Types	_pc_bi_ctbi010	6
		Creating an Effective On-hold Message	_pc_bi_ctbi008	6
		The Importance of Call Tracking and Ticketing	_pc_bi_ctbi003	6
		Inbound Call Center Management		
		Converting a Call Center to a Profit Center	_pc_bi_ctbi001	6
		Customer Service Training - The Interview and Beyond	_pc_bi_ctbi004	6
		Disaster Recovery - Keeping the Lines Open	_pc_bi_ctbi005	6
		Managing Your Call Center More Efficiently	_pc_bi_ctbi002	6
		Preventing Agent Absenteeism through Better Working Conditions	_pc_bi_ctbi006	6
		Prioritizing Rewards and Recognition in Call Centers	_pc_bi_ctbi011	6
		ITIL® 2011 Edition Foundation Syllabus		
		ITIL® 2011 Edition Foundation: Continual Service Improvement	ib_itlv_a09_it_enus	90
		ITIL® 2011 Edition Foundation: Introduction to Service Operation	ib_itlv_a07_it_enus	60
		ITIL® 2011 Edition Foundation: ITIL® and the Service Lifecycle	ib_itlv_a01_it_enus	90
		ITIL® 2011 Edition Foundation: Service Design Fundamentals	ib_itlv_a04_it_enus	90
		ITIL® 2011 Edition Foundation: Service Design Processes	ib_itlv_a05_it_enus	150
		ITIL® 2011 Edition Foundation: Service Operation Processes	ib_itlv_a08_it_enus	120
		ITIL® 2011 Edition Foundation: Service Strategy Fundamentals	ib_itlv_a02_it_enus	150
		ITIL® 2011 Edition Foundation: Service Strategy Processes	ib_itlv_a03_it_enus	90
		ITIL® 2011 Edition Foundation: Service Transition Processes and Policies	ib_itlv_a06_it_enus	150
		ITIL® 2011 Edition Intermediate Level: Operational Support & Analysis (OSA)		
		ITIL® 2011 Edition OSA: Function Activities	ib_iosb_a13_it_enus	90
		ITIL® 2011 Edition OSA: Incident Management Interactions	ib_iosb_a04_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Access Management	ib_iosb_a09_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Event Management	ib_iosb_a02_it_enus	210
		ITIL® 2011 Edition OSA: Introduction to Functions	ib_iosb_a12_it_enus	150
		ITIL® 2011 Edition OSA: Introduction to Incident Management	ib_iosb_a03_it_enus	150
		ITIL® 2011 Edition OSA: Introduction to Operational Support and Analysis	ib_iosb_a01_it_enus	90

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		ITIL® 2011 Edition OSA: Introduction to Problem Management	ib_iosb_a07_it_enus	180
		ITIL® 2011 Edition OSA: Introduction to Request Fulfillment	ib_iosb_a05_it_enus	120
		ITIL® 2011 Edition OSA: Introduction to the Service Desk	ib_iosb_a10_it_enus	120
		ITIL® 2011 Edition OSA: Problem Management Process Interfaces and Challenges	ib_iosb_a08_it_enus	150
		ITIL® 2011 Edition OSA: Request Fulfillment Process Interfaces and Challenges	ib_iosb_a06_it_enus	150
		ITIL® 2011 Edition OSA: Service Desk Metrics and Outsourcing	ib_iosb_a11_it_enus	90
		ITIL® 2011 Edition OSA: Technology and Implementation Considerations	ib_iosb_a14_it_enus	150
		ITIL® 2011 Edition Overview		
		ITIL® 2011 Edition Overview: Certification and Benefits	ib_ovvx_a03_it_enus	120
		ITIL® 2011 Edition Overview: Creating a Service Culture	ib_ovvx_a01_it_enus	120
		ITIL® 2011 Edition Overview: Introduction to the ITIL® Framework	ib_ovvx_a02_it_enus	120
		Finance and Accounting Curriculum		
		Accounting Fundamentals		
		Accounting for Companies' Stock Transactions and Dividends	fin_03_a09_bs_enus	60
		Accounting Transactions and Books of Account	fin_03_a04_bs_enus	60
		Basic Accounting Principles and Framework	fin_03_a01_bs_enus	60
		Deconstructing the Balance Sheet	_pc_bi_fabi010	6
		Final Exam: Accounting Fundamentals	fin_03_a01_fe_enus	108
		Outsourcing Financial Activities	_pc_bi_fabi001	6
		The Accounting Cycle and Accrual Accounting	fin_03_a03_bs_enus	60
		The Accounting Equation and Financial Statements	fin_03_a02_bs_enus	60
		The Balance Sheet	fin_03_a07_bs_enus	60
		The Cash Flow Statement	fin_03_a08_bs_enus	60
		The Income Statement	fin_03_a06_bs_enus	60
		Trial Balance & Adjusting Entries	fin_03_a05_bs_enus	60
		Auditing Essentials		
		Auditing for Cash and Inventories	fin_06_a04_bs_enus	60
		Auditing for Internal Control and Risk Assessment	fin_06_a02_bs_enus	60
		Auditing the Revenue Cycle	fin_06_a03_bs_enus	60
		Final Exam: Auditing Essentials	fin_06_a01_fe_enus	48
		Introduction to Auditing	fin_06_a01_bs_enus	60
		Using Audits to Help Prevent Business Fraud	_pc_bi_fabi002	6
		Budgeting Essentials		
		Final Exam: Budgeting Essentials	fin_05_a01_fe_enus	48
		Organizational Budgeting Activities and the Master Budget	fin_05_a01_bs_enus	60
		Planning and Preparing an Operating Budget	fin_05_a02_bs_enus	60
		Preparing Operating Budgets and the Cash Budget	fin_05_a03_bs_enus	60
		Using Budgets for Management and Control	fin_05_a04_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Capital Budgeting Essentials				
	Capital Budgeting: Capital Allocation	fin_07_a04_bs_enus		60
	Capital Budgeting: Discounted Payback Period and Profitability Index	fin_07_a03_bs_enus		60
	Capital Budgeting: Net Present Value and Internal Rate of Return	fin_07_a02_bs_enus		60
	Capital Budgeting: The Capital Budgeting Process	fin_07_a01_bs_enus		60
	Final Exam: Capital Budgeting Essentials	fin_07_a01_fe_enus		48
Finance and Accounting Essentials for Non-financial Professionals				
	Analyzing Financial Statements for Non-financial Professionals	fin_02_a06_bs_enus		60
	Assessing Nonrecurring Items in Income Statements	_pc_bi_fabi009		6
	Attracting New Investors - Keeping Presentations Focused	_pc_bi_fabi004		6
	Cash Flow Management Essentials for Non-financial Professionals	fin_02_a02_bs_enus		60
	Financial Statements for Non-financial Professionals	fin_02_a05_bs_enus		60
	Increasing Cash Flow in Times of Need	_pc_bi_fabi003		6
	Principles of Accounting and Finance for Non-financial Professionals	fin_02_a01_bs_enus		60
	Recession: How it Affects Business	_pc_bi_fabi008		6
	Recognizing The Value of Intangible Assets	_pc_bi_fabi007		6
	The Essentials of Budgeting for Non-financial Professionals	fin_02_a04_bs_enus		60
	The Time Value of Money and Investment Decisions for Non-financial Professionals	fin_02_a03_bs_enus		60
	The Time Value of Money: Possible Pitfalls	_pc_bi_fabi011		6
	Using Financial Analysis for Credit Decisions	_pc_ch_lach012		15
	What's Your Gross Profit Margin Really Saying?	_pc_bi_fabi006		6
Foundation Skills Curriculum				
Basic Business Math				
	Basic Business Math: Averages and Equations	fnd_01_a03_bs_enus		60
	Basic Business Math: Charts and Graphs	fnd_01_a04_bs_enus		60
	Basic Business Math: Percentages and Ratios	fnd_01_a02_bs_enus		60
	Basic Business Math: Using Whole Numbers and Decimals	fnd_01_a01_bs_enus		60
Global Banking and Financial Services Curriculum				
Bank Branch Operations Management				
	Bank Branch Management: Branch Security & Fraud	fini_01_a06_bs_enus		60
	Bank Branch Management: Dealing with Operational and Credit Risks	fini_01_a04_bs_enus		60
	Bank Branch Management: Internal Controls and Banking Technology	fini_01_a05_bs_enus		60
	Bank Branch Management: Mortgage and Auto Loans	fini_01_a01_bs_enus		60
	Bank Branch Management: Payment and Settlement Systems	fini_01_a02_bs_enus		60
	Bank Branch Management: Teller Roles and Credit Card Operations	fini_01_a03_bs_enus		60
Bank Risks and Capital Adequacy Planning				
	Basel Regulations and Capital Adequacy Requirements	fini_06_a01_bs_enus		60
	Capital Adequacy Planning Approaches	fini_06_a02_bs_enus		60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Basel III and Liquidity Risk Management		
		Liquidity Risk Measurement, Monitoring, and Application of Standards	fini_08_a02_bs_enus	60
		Management and Supervision of Liquidity Risk	fini_08_a01_bs_enus	60
		Basel Regulations and Bank Risk Management		
		Basel II and Basel III: An Overview	fini_07_a01_bs_enus	60
		Basel Regulations and Operational Risk Management	fini_07_a06_bs_enus	60
		Data Maintenance and Oversight for IRB Systems	fini_07_a05_bs_enus	60
		IRB Approach for Corporate and Retail Exposures	fini_07_a03_bs_enus	60
		IRB Framework and Risk-rating System	fini_07_a02_bs_enus	60
		Operational Risk and Advanced Measurement Approach	fini_07_a07_bs_enus	60
		Operational Risk Identification, Assessment, and Quantification	fini_07_a08_bs_enus	60
		Operational Risk Management Framework, Process, and Applications	fini_07_a09_bs_enus	60
		Quantification of IRB Systems	fini_07_a04_bs_enus	60
		Commodity and Energy Markets, Futures, and Forwards		
		Commodity and Energy Markets and Derivatives	fini_02_a01_bs_enus	60
		Futures Fundamentals: Commodity, Equity, and Currency Futures	fini_02_a02_bs_enus	60
		Interest Rate Futures and Forward Rate Agreements	fini_02_a03_bs_enus	60
		Counterparty Credit Risk and Credit Rating		
		Credit Rating Systems and Capital Reserves	fini_09_a04_bs_enus	60
		Derivative Contracts: Futures, Forwards, Swaps, and Options	fini_09_a01_bs_enus	60
		Measuring Credit Risk of Derivative Contracts	fini_09_a02_bs_enus	60
		Mitigating Credit Risk	fini_09_a03_bs_enus	60
		Credit Derivative Instruments		
		Classical Credit Derivatives and Total Return Swaps	fini_11_a02_bs_enus	60
		Credit Default Swaps and Credit Spread Options	fini_11_a05_bs_enus	60
		Credit Derivatives and Credit Risk	fini_11_a01_bs_enus	60
		Credit Derivatives Applications	fini_11_a06_bs_enus	60
		Credit Derivatives: Pricing and Operational Issues	fini_11_a07_bs_enus	60
		Credit Derivatives: Regulatory, Legal, and Taxation Issues	fini_11_a08_bs_enus	60
		Credit-linked and Repackaged Notes	fini_11_a04_bs_enus	60
		Securitization and Asset-backed Securities	fini_11_a03_bs_enus	60
		Credit Risk Analysis		
		Credit Analysis and Loan Pricing and Regulations	fini_10_a01_bs_enus	30
		Financial Analysis for Credit Risk Determination	fini_10_a02_bs_enus	60
		Nonfinancial Credit and Asset Analysis	fini_10_a03_bs_enus	60
		Problem Loans and Risk Analysis for Common Loans	fini_10_a04_bs_enus	30
		Risk Analysis for Specialized Loans	fini_10_a05_bs_enus	60
		Global Banking Supervision and Anti-Money Laundering Regulations		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Anti-money Laundering and Global Initiatives	fini_05_a04_bs_enus	60
		Anti-money Laundering and Regulatory Framework	fini_05_a05_bs_enus	30
		Banking Supervision and Corporate Governance	fini_05_a01_bs_enus	60
		Internal Control and Audits in Banks	fini_05_a02_bs_enus	60
		Special Banking Risks and their Management	fini_05_a03_bs_enus	60
		Insurance Concepts, Types, and Annuities		
		Insurance Basics, Underwriting, and Actuarial Practices	fini_03_a01_bs_enus	60
		Life, Health, and General Insurance	fini_03_a02_bs_enus	120
		Special Insurance Arrangements: Group Insurance, Reinsurance, and Annuities	fini_03_a03_bs_enus	90
		Mutual Fund Concepts, Portfolio Management, and Regulations		
		Mutual Funds: Basic Concepts, Structure, and Types	fini_04_a01_bs_enus	60
		Mutual Funds: Performance Evaluation and Regulations	fini_04_a03_bs_enus	60
		Mutual Funds: Portfolio Management and Accounting	fini_04_a02_bs_enus	30
		Human Resources Curriculum		
		Business Management and Strategy (HRCI: PHR/SPHR-aligned)		
		Business Management and Strategy: HR and the Strategic Planning Process	hr_10_a02_bs_enus	60
		Business Management and Strategy: HR Functions and Roles	hr_10_a03_bs_enus	60
		Business Management and Strategy: The HR Function and Business Environment	hr_10_a01_bs_enus	60
		Final Exam: Business Management and Strategy (HRCI: PHR/SPHR-aligned)	hr_10_a01_fe_enus	36
		Compensation and Benefits (HRCI: PHR/SPHR-aligned)		
		Compensation and Benefits: Managing Policies, Programs, and Activities	hr_13_a02_bs_enus	30
		Compensation and Benefits: Organizational Responsibilities	hr_13_a03_bs_enus	60
		Compensation and Benefits: Regulations, Strategies, and Needs Assessment	hr_13_a01_bs_enus	90
		Final Exam: Compensation and Benefits (HRCI: PHR/SPHR-aligned)	hr_13_a01_fe_enus	36
		Employee and Labor Relations (HRCI: PHR/SPHR-aligned)		
		Employee and Labor Relations: Behavioral and Disciplinary Issues and Resolution	hr_14_a02_bs_enus	60
		Employee and Labor Relations: Employment Regulations and Organizational Programs	hr_14_a01_bs_enus	90
		Employee and Labor Relations: Unions and Collective Bargaining	hr_14_a03_bs_enus	90
		Final Exam: Employee and Labor Relations (HRCI: PHR/SPHR-aligned)	hr_14_a01_fe_enus	48
		Essentials of Interviewing and Hiring		
		Conducting Interviews: Asking the Right Questions	_pc_bi_hrbi014	6
		Creating a Compelling Job Description	_pc_bi_hrbi015	6
		Essentials of Interviewing and Hiring: Behavioral Interview Techniques	hr_06_a04_bs_enus	60
		Essentials of Interviewing and Hiring: Conducting an Effective Interview	hr_06_a03_bs_enus	60
		Essentials of Interviewing and Hiring: Preparing to Interview	hr_06_a02_bs_enus	60
		Essentials of Interviewing and Hiring: Screening Applicants for Interviewing	hr_06_a01_bs_enus	60
		Essentials of Interviewing and Hiring: Selecting the Right Candidate	hr_06_a05_bs_enus	60
		Final Exam: Essentials of Interviewing and Hiring	hr_06_a01_fe_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Guarding Against Interviewing Biases	_pc_bi_hrbi003	6
		Hiring a New Employee	_pc_ch_lach028	15
		Hiring Strategic Thinkers	_pc_ch_lach011	15
		Human Resource Development (HRCI: PHR/SPHR-aligned)		
		Final Exam: Human Resource Development (HRCI: PHR/SPHR-aligned)	hr_12_a01_fe_enus	42
		Human Resource Development: Employee Training	hr_12_a02_bs_enus	60
		Human Resource Development: Performance Appraisal and Talent Management	hr_12_a03_bs_enus	60
		Human Resource Development: Regulations and Organizational Development	hr_12_a01_bs_enus	90
		Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)		
		Final Exam: Human Resources Core Knowledge (HRCI: PHR/SPHR-aligned)	hr_09_a01_fe_enus	24
		Human Resources Core Knowledge: Functions and Activities	hr_09_a02_bs_enus	60
		Human Resources Core Knowledge: Skills, Concepts, and Tools	hr_09_a01_bs_enus	60
		Organizational Behavior		
		Final Exam: Organizational Behavior	hr_08_a01_fe_enus	60
		Fundamentals of Organizational Behavior for the Individual	hr_08_a01_bs_enus	60
		Fundamentals of Organizations – Groups	hr_08_a02_bs_enus	60
		Organizational Behavior: Dynamics of a Positive Organizational Culture	hr_08_a05_bs_enus	60
		Organizational Structure and Employee Behavior	hr_08_a04_bs_enus	60
		Understanding Organizational Power and Politics	hr_08_a03_bs_enus	60
		Recruiting and Retention Strategies		
		Aligning Recruitment to Job Requirements	_pc_bi_hrbi001	6
		Disciplines of Organizational Learning: Personal Mastery	_pc_bi_pfb011	6
		Final Exam: Recruiting and Retention Strategies	hr_05_a01_fe_enus	48
		Fringe Benefits: Maintaining a Competitive Hiring Advantage	_pc_bi_hrbi004	6
		Preventing High Turnover Rates: How to Keep The Best	_pc_bi_mgb008	6
		Recruiting Talent	hr_05_a01_bs_enus	120
		Retaining Your Talent Pool	hr_05_a02_bs_enus	120
		Surviving the Talent Crunch	_pc_ch_ls007	12
		Risk Management (HRCI: PHR/SPHR-aligned)		
		Final Exam: Risk Management (HRCI: PHR/SPHR-aligned)	hr_15_a01_fe_enus	30
		Risk Management: Organizational Risk and Safety and Health Legislation	hr_15_a01_bs_enus	90
		Risk Management: Workplace Safety, Security, and Privacy	hr_15_a02_bs_enus	60
		SHRM- SCP: HRM for Senior HR Professionals		
		Advanced HR Management: Competencies for Senior HR Professionals Part I	hr_22_a01_bs_enus	64
		Advanced HR Management: Competencies for Senior HR Professionals Part II	hr_22_a02_bs_enus	64
		Advanced Human Resources Management: People and Organization	hr_22_a03_bs_enus	138
		Advanced Human Resources Management: Workplace and HR Strategy	hr_22_a04_bs_enus	75
		SHRM-CP/SCP: Workplace Management and HR		

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Workplace Management: Corporate Social Responsibility	hr_20_a03_bs_enus	86
		Workplace Management: Employment Laws and Regulations	hr_20_a04_bs_enus	109
		Workplace Management: Global HR, Diversity, and Inclusion	hr_20_a01_bs_enus	114
		Workplace Management: Risk Management	hr_20_a02_bs_enus	81
		SHRM-CP/SCP: HR Competencies		
		HR Competencies: Business Acumen and Relationship Management	hr_17_a02_bs_enus	59
		HR Competencies: Consultation and Critical Evaluation	hr_17_a03_bs_enus	64
		HR Competencies: Global and Cultural Effectiveness and Communication	hr_17_a04_bs_enus	65
		HR Competencies: Leadership and Ethical Practice	hr_17_a01_bs_enus	56
		SHRM-CP/SCP: HR Strategy Management		
		Human Resource Strategy Management: Business and HR Strategy	hr_21_a02_bs_enus	81
		Human Resource Strategy Management: Strategic Planning	hr_21_a01_bs_enus	73
		SHRM-CP/SCP: Management of People		
		Management of People: Employee Engagement	hr_18_a02_bs_enus	74
		Management of People: Learning and Development	hr_18_a03_bs_enus	85
		Management of People: Talent Acquisition and Retention	hr_18_a01_bs_enus	102
		Management of People: Total Rewards	hr_18_a04_bs_enus	76
		SHRM-CP/SCP: Organization and the HR Function		
		Organization and HR: Employee Relations	hr_19_a04_bs_enus	116
		Organization and HR: Organizational Effectiveness and Development	hr_19_a02_bs_enus	64
		Organization and HR: Structure of the HR Function	hr_19_a01_bs_enus	69
		Organization and HR: Workforce Management and Using Technology and Data	hr_19_a03_bs_enus	99
		Strategic Human Resource Management (HRCI: SPHR-aligned)		
		Final Exam: Strategic Human Resource Management (HRCI: SPHR-aligned)	hr_16_a01_fe_enus	36
		Strategic HR for SPHR Exam Candidates Part I	hr_16_a01_bs_enus	90
		Strategic HR for SPHR Exam Candidates Part II	hr_16_a02_bs_enus	90
		The role of HR as a Business Partner		
		Final Exam: The role of HR as a Business Partner	hr_07_a01_fe_enus	48
		HR as Business Partner: From Cost Center to Strategic Partner	hr_07_a01_bs_enus	60
		HR as Business Partner: Linking HR Functions with Organizational Goals	hr_07_a02_bs_enus	60
		HR as Business Partner: Managing Talent for Organizational Success	hr_07_a03_bs_enus	60
		HR as Business Partner: Using Metrics and Designing Strategic Initiatives	hr_07_a04_bs_enus	60
		Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)		
		Final Exam: Workforce Planning and Employment (HRCI: PHR/SPHR-aligned)	hr_11_a01_fe_enus	60
		Workforce Planning and Employment: Employment Legislation	hr_11_a01_bs_enus	60
		Workforce Planning and Employment: Orientation, Onboarding, and Exit Strategies	hr_11_a04_bs_enus	90
		Workforce Planning and Employment: Recruitment Strategies	hr_11_a02_bs_enus	60
		Workforce Planning and Employment: Sourcing and Selecting Candidates	hr_11_a03_bs_enus	90

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Industry Foundations Curriculum				
Industry Overviews				
		The Aerospace & Defense Industry Overview: Version 2	indo_01_a27_bs_enus	60
		The Agriculture Industry Overview: Version 4	indo_01_a31_bs_enus	90
		The Automotive Industry Overview: Version 4	indo_01_a29_bs_enus	60
		The Banking Industry Overview: Version 4	indo_01_a14_bs_enus	60
		The Biotechnology Industry Overview: Version 2	indo_01_a28_bs_enus	60
		The Broadcasting & Entertainment Industry Overview: Version 2	indo_01_a24_bs_enus	60
		The Capital Markets Industry Overview: Version 2	indo_01_a25_bs_enus	60
		The Chemicals Industry Overview: Version 2	indo_01_a23_bs_enus	60
		The Consumer Electronics Industry Overview: Version 2	indo_01_a26_bs_enus	60
		The Education Industry Overview: Version 2	indo_01_a21_bs_enus	60
		The Federal Government Industry Overview: Version 4	indo_01_a20_bs_enus	60
		The Food and Beverage Industry Overview: Version 4	indo_01_a30_bs_enus	60
		The Health Care Industry Overview: Version 4	indo_01_a12_bs_enus	60
		The Information Technology Industry Overview: Version 4	indo_01_a19_bs_enus	60
		The Insurance Industry Overview: Version 4	indo_01_a13_bs_enus	60
		The Manufacturing Industry Overview: Version 4	indo_01_a17_bs_enus	60
		The Oil and Gas Industry Overview: Version 4	indo_01_a15_bs_enus	60
		The Pharmaceutical Industry Overview: Version 5	indo_01_a18_bs_enus	60
		The Retail Industry Overview: Version 4	indo_01_a16_bs_enus	60
		The Telecommunications Industry Overview: Version 4	indo_01_a11_bs_enus	60
		The Utilities Industry Overview: Version 2	indo_01_a22_bs_enus	60
Leadership Curriculum				
Creating a Positive Work Environment				
		Creating and Maintaining a Positive Work Environment	lead_07_a01_bs_enus	60
Developing a Culture of Learning				
		Developing Learning Practices	lead_08_a03_bs_enus	60
		Establishing the Conditions for a Learning Culture	lead_08_a02_bs_enus	60
		Evaluating and Sustaining Organizational Learning	lead_08_a04_bs_enus	60
		Fundamentals of Organizational Learning	lead_08_a01_bs_enus	60
Effective Succession Planning				
		Effective Succession Planning: Determining a Talent Pool for Key Positions	lead_09_a02_bs_enus	60
		Implementing and Assessing a Succession Planning Program	lead_09_a03_bs_enus	60
		Initiating Succession Planning	lead_09_a01_bs_enus	60
		Succession Planning	_pc_bi_lsbi002	6
		Succession Planning and Management Programs	_pc_ch_lschi004	12
Employee Engagement				

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Maintaining an Engaging Organization	lead_06_a02_bs_enus	60
		The Benefits and Challenges of Engaging Employees	lead_06_a01_bs_enus	60
		Leadership Essentials		
		Communicating a Shared Vision	_pc_bi_lsbi001	6
		Crafting an Organizational Vision	_pc_ch_lach040	15
		Developing a Business Execution Culture	_pc_ch_lach001	15
		Knowing When to Take Leadership Risks	_pc_bi_lsbi006	6
		Leader as Motivator	_pc_ch_lach008	15
		Leadership Essentials: Building Your Influence as a Leader	lead_05_a03_bs_enus	60
		Leadership Essentials: Communicating Vision	lead_05_a02_bs_enus	60
		Leadership Essentials: Creating Your Own Leadership Development Plan	lead_05_a08_bs_enus	60
		Leadership Essentials: Leading Business Execution	lead_05_a05_bs_enus	60
		Leadership Essentials: Leading Change	lead_05_a07_bs_enus	60
		Leadership Essentials: Leading Innovation	lead_05_a06_bs_enus	60
		Leadership Essentials: Leading with Emotional Intelligence	lead_05_a04_bs_enus	60
		Leadership Essentials: Motivating Employees	lead_05_a01_bs_enus	60
		Leading Change	_pc_ch_lach004	15
		Leading Innovation	_pc_ch_lach010	15
		Leading Outside the Organization	_pc_bi_lsbi005	6
		Leading Teams through Change	_pc_bi_lsbi003	6
		Motivating Human Behavior	_pc_ch_lsch002	30
		The Emotionally Intelligent Leader	_pc_ch_lach014	15
		Wanted - Innovation Leaders	_pc_bi_lsbi013	6
		Leading Organizational Change		
		Beyond Change: Working with Agility	_pc_bi_pabi009	6
		Communicating Organizational Change	_pc_bi_mgb015	6
		Communicating Properly during Layoffs	_pc_bi_hrbi005	6
		Developing People	_pc_ch_lach013	15
		Implementing and Sustaining Change	pe_02_a03_bs_enus	33
		Instituting a Quality Improvement Program	_pc_ch_pech002	15
		Involving Employees in Corporate Change	_pc_bi_lsbi011	6
		Planning for Change	pe_02_a02_bs_enus	28
		The Keys to Sustainable Change	pe_02_a01_bs_enus	36
		Making Cross-Functional Teams Work		
		Cross-functional Team Fundamentals	lead_10_a01_bs_enus	60
		Facilitating Work-related Conflict Discussions	_pc_bi_pfb015	6
		Key Strategies for Managing Cross-functional Teams	lead_10_a02_bs_enus	60
		Managing Internal Dynamics in a Cross-functional Team	lead_10_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Mediating Project Team Conflict	_pc_bi_pfb006	6
		Using Conflict to an Organization's Advantage	_pc_bi_mgb002	6
		Setting and Managing Organizational Priorities		
		Do You Share Your Organization's Values?	_pc_bi_pabi006	6
		Setting and Managing Priorities within the Organization: Communication	lead_11_a04_bs_enus	60
		Setting and Managing Priorities within the Organization: Deciphering Priorities	lead_11_a02_bs_enus	60
		Setting and Managing Priorities within the Organization: Mission and Goals	lead_11_a01_bs_enus	60
		Setting and Managing Priorities within the Organization: Motivation	lead_11_a03_bs_enus	60
		The Voice of Leadership		
		The Voice of Leadership: Effective Leadership Communication Strategies	lead_13_a03_bs_enus	60
		The Voice of Leadership: Inspirational Leadership	lead_13_a01_bs_enus	60
		The Voice of Leadership: Self-assessment and Motivation	lead_13_a02_bs_enus	60
		The Voice of Leadership: The Power of Leadership Messaging	lead_13_a04_bs_enus	60
		Management Curriculum		
		Advanced Management Skills		
		Managing for Rapid Change and Uncertainty	mgmt_23_a03_bs_enus	60
		Building Upward Relationships	_pc_ch_lach039	15
		Cross-functional Strategic Management	mgmt_23_a02_bs_enus	60
		Delivering Bad News Effectively	_pc_ch_lach033	15
		Developing a High-performance Organization	mgmt_23_a01_bs_enus	60
		Developing Adaptable Managers	_pc_bi_mgb013	6
		Employee Engagement	_pc_ch_mgch006	24
		Managing Experienced Managers	mgmt_23_a06_bs_enus	60
		Managing High Performers	mgmt_23_a04_bs_enus	60
		Managing New Managers	mgmt_23_a05_bs_enus	60
		Business Execution		
		Business Execution: Crafting a Business Strategy that Executes	mgmt_28_a02_bs_enus	60
		Business Execution: Linking Strategy to People and Operations	mgmt_28_a03_bs_enus	60
		Business Execution: Monitoring and Evaluating Initiatives	mgmt_28_a04_bs_enus	60
		Business Execution: Understanding the Fundamentals	mgmt_28_a01_bs_enus	60
		Fostering a Business Execution Culture	_pc_bi_lsbi008	6
		Performance Dashboard or Scorecard?	_pc_bi_mgb012	6
		Coaching for Results		
		Beginning Your Coaching Engagement	mgmt_38_a01_bs_enus	35
		Coaching	_pc_ch_lach024	15
		Coaching Techniques that Drive Change	mgmt_38_a02_bs_enus	26
		Coaching to Drive Performance	mgmt_38_a03_bs_enus	25
		Coaching to Shift Perceptions	_pc_ch_mgch007	15

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		The Art of Effective Coaching	_pc_bi_lsbi018	6
		Difficult Conversations		
		Handling Difficult Conversations Effectively	mgmt_36_a03_bs_enus	60
		Having a Difficult Conversation	mgmt_36_a02_bs_enus	60
		Preparing for a Difficult Conversation	mgmt_36_a01_bs_enus	60
		Dismissing an Employee		
		Managing the Dismissal of an Employee	mgmt_26_a02_bs_enus	60
		Preparing to Dismiss an Employee	mgmt_26_a01_bs_enus	60
		Effective Delegation		
		Achieve Your Objectives through Effective Delegation	mgmt_39_a01_bs_enus	26
		Delegating Appropriate Tasks	_pc_bi_mgbi007	6
		Developing Employees through Delegation	_pc_ch_lach017	15
		Successful Delegation: Supervise and Encourage	mgmt_39_a03_bs_enus	23
		The Delegation Process	mgmt_39_a02_bs_enus	21
		Use Delegation to Develop Your Team	mgmt_39_a04_bs_enus	24
		Effectively Managing Top Performers		
		Engaging Top Performers	mgmt_33_a01_bs_enus	60
		Overcoming Challenges of Managing Top Performers	mgmt_33_a03_bs_enus	60
		Retaining Top Performers	mgmt_33_a02_bs_enus	60
		Essential Mentoring Techniques		
		Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships	mgmt_29_a03_bs_enus	60
		Essential Mentoring Techniques: Designing and Initiating Mentoring Programs	mgmt_29_a02_bs_enus	60
		Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program	mgmt_29_a04_bs_enus	60
		Essential Mentoring Techniques: Mentoring Fundamentals	mgmt_29_a01_bs_enus	60
		Essentials of Facilitating		
		Challenges of Facilitating	mgmt_31_a03_bs_enus	60
		Facilitating Collaborative Processes	mgmt_31_a02_bs_enus	60
		Using Facilitation Skills as a Manager	mgmt_31_a01_bs_enus	60
		Essentials of Managing Technical Professionals		
		Managing Technical Professionals	mgmt_19_a03_bs_enus	60
		Strategies for Transitioning to Technical Management	mgmt_19_a02_bs_enus	60
		Transitioning from Technical Professional to Management	mgmt_19_a01_bs_enus	60
		First Time Manager Essentials		
		First Time Manager: Challenges	mgmt_16_a02_bs_enus	60
		First Time Manager: Meeting Expectations	mgmt_16_a03_bs_enus	60
		First Time Manager: Understanding a Manager's Role	mgmt_16_a01_bs_enus	60
		Making the Move Into Management	_pc_ch_lach029	15
		Management Essentials		

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Acting Decisively	_pc_ch_lach034	15
		Employee Dismissal	_pc_ch_lach038	15
		Management Essentials: Caring about Your Direct Reports	mgmt_15_a07_bs_enus	60
		Management Essentials: Confronting Difficult Employee Behavior	mgmt_15_a04_bs_enus	60
		Management Essentials: Delegating	mgmt_15_a02_bs_enus	60
		Management Essentials: Developing Your Direct Reports	mgmt_15_a03_bs_enus	60
		Management Essentials: Directing Others	mgmt_15_a01_bs_enus	60
		Management Essentials: Managing a Diverse Team	mgmt_15_a05_bs_enus	60
		Management Essentials: Treating Your Direct Reports Fairly	mgmt_15_a06_bs_enus	60
		Managing Fairly	_pc_bi_mgbi016	6
		Managing during Difficult Times		
		Communicating during Difficult Times	mgmt_25_a01_bs_enus	60
		Managing Attitudes during Difficult Times	mgmt_25_a03_bs_enus	60
		Managing Resources during Difficult Times	mgmt_25_a02_bs_enus	60
		Managing Experts		
		Managing Top Performers Is Always Easy...Right?	_pc_bi_hrbi013	6
		Meeting the Needs of Your Experts	mgmt_21_a01_bs_enus	60
		Overcoming Challenges When Managing Experts	mgmt_21_a02_bs_enus	60
		Recognizing Natural Leaders	_pc_ch_lsch001	18
		Managing Problem Performance		
		First Steps for Turning Around a Performance Problem	mgmt_34_a02_bs_enus	60
		Managing Performance	_pc_ch_lach002	15
		Preventing Problem Performance	mgmt_34_a04_bs_enus	60
		Recognizing and Diagnosing Problem Performance	mgmt_34_a01_bs_enus	60
		Underperforming Employee – Now What?	_pc_bi_hrbi010	6
		Using Progressive Discipline to Correct Problem Performance	mgmt_34_a03_bs_enus	60
		Performance Appraisal Essentials		
		Performance Appraisal Essentials: 360-degree Appraisals	mgmt_17_a03_bs_enus	60
		Performance Appraisal Essentials: Conducting Traditional Appraisals	mgmt_17_a02_bs_enus	60
		Performance Appraisal Essentials: Planning for Appraisals	mgmt_17_a01_bs_enus	60
		Preparing for Your Performance Appraisal	_pc_bi_pfb017	6
		Performance Management		
		Monitoring and Improving Performance	mgmt_37_a02_bs_enus	60
		Planning for Performance	mgmt_37_a01_bs_enus	60
		Reviewing and Rewarding Performance	mgmt_37_a03_bs_enus	60
		Strategies for Successful Employee On-boarding		
		Strategies for Successful Employee Onboarding: An Introduction	mgmt_24_a01_bs_enus	60
		Strategies for Successful Employee Onboarding: Assessing Program Success	mgmt_24_a03_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Strategies for Successful Employee Onboarding: Getting Started	mgmt_24_a02_bs_enus	60
		Talent Management Essentials		
		Attracting and Retaining Talent	_pc_ch_lach021	15
		Talent Management: Acquiring Talent	mgmt_18_a03_bs_enus	60
		Talent Management: Basics	mgmt_18_a01_bs_enus	60
		Talent Management: Developing and Engaging Talent	mgmt_18_a04_bs_enus	60
		Talent Management: Planning	mgmt_18_a02_bs_enus	60
		Talent Management: Retaining Talent	mgmt_18_a05_bs_enus	60
		The Fundamentals of Business Crises Management		
		Demonstrating Accountability in a Crisis Situation	_pc_ch_lach007	15
		Perseverance and Flexibility in Times of Crisis	_pc_ch_lach026	15
		Thinking Like a CFO		
		Thinking Like a CFO: Making Financial Decisions	mgmt_30_a02_bs_enus	60
		Thinking Like a CFO: Managing Risk	mgmt_30_a04_bs_enus	60
		Thinking Like a CFO: Mind-set and Financial Priorities	mgmt_30_a01_bs_enus	60
		Thinking Like a CFO: Preparing and Presenting a Business Case	mgmt_30_a03_bs_enus	60
		Workforce Generations		
		Developing the Next Generation	_pc_bi_lsbi007	6
		Managing an Aging Workforce	_pc_bi_mgbi005	6
		Managing Workforce Generations: Introduction to Cross-generational Employees	mgmt_20_a01_bs_enus	60
		Managing Workforce Generations: Working with a Multigenerational Team	mgmt_20_a02_bs_enus	60
		Managing Workforce Generations: Working with the 21st-century Generation Mix	mgmt_20_a03_bs_enus	0
		Understanding the Motives of Millennials	_pc_bi_mgbi014	6
		Marketing Curriculum		
		Competitive Marketing Strategies		
		Competitive Marketing Strategies: Analyzing Competitors	mkt_02_a02_bs_enus	60
		Competitive Marketing Strategies: Conducting an Internal Analysis	mkt_02_a01_bs_enus	60
		Competitive Marketing Strategies: Selecting and Implementing Strategies	mkt_02_a03_bs_enus	60
		Digital Marketing		
		Digital Marketing Partnerships, Sales, and After-sales Processes	mkt_04_a04_bs_enus	27
		Digital Marketing: Getting to the Customer	mkt_04_a01_bs_enus	37
		Managing Your Reputation Through Content Marketing and Online PR	mkt_04_a03_bs_enus	37
		Search Engine Marketing: Getting Discovered by the Customer	mkt_04_a02_bs_enus	30
		Marketing Essentials		
		Designing Products to Fit the Channel	_pc_bi_spb005	6
		Marketing Essentials: Introduction to Marketing	mkt_01_a01_bs_enus	60
		Marketing Essentials: Marketing and Ethics	mkt_01_a06_bs_enus	60
		Marketing Essentials: Place	mkt_01_a04_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Marketing Essentials: Planning and People	mkt_01_a02_bs_enus	60
		Marketing Essentials: Product and Price	mkt_01_a03_bs_enus	60
		Marketing Essentials: Promotion	mkt_01_a05_bs_enus	60
		Using Web Analytics to Increase Sales	_pc_bi_spbi012	6
		Strategic Brand Management		
		Brand Management for Social Media and Wireless Technologies	mkt_03_a04_bs_enus	60
		Building Lasting Customer-brand Relationships	mkt_03_a01_bs_enus	60
		Developing a Brand Internally	mkt_03_a02_bs_enus	60
		Global Brand Management	mkt_03_a03_bs_enus	60
		Strategic Marketing in Action		
		Increasing Competitiveness through Collaboration	_pc_ch_lschr006	12
		Sales and Marketing: Two Sides of the Same Coin?	_pc_bi_spbi011	6
		Trade Show Marketing - Planning Ahead	_pc_bi_spbi013	6
		Operations Curriculum		
		Fundamentals of Lean for Business Organizations		
		Applying Lean in Service and Manufacturing Organizations	oper_20_a06_bs_enus	60
		Five Steps to Perfection: Implementing Lean	_pc_bi_ssb009	6
		Introduction to Lean for Service and Manufacturing Organizations	oper_20_a01_bs_enus	60
		Lean Tools and Techniques for Flow and Pull	oper_20_a03_bs_enus	60
		Reducing Waste and Streamlining Value Flow Using Lean	oper_20_a04_bs_enus	60
		Using Lean for Perfection and Quality	oper_20_a02_bs_enus	60
		Value Stream Mapping in Lean Business	oper_20_a05_bs_enus	60
		Value Stream Maps for Non-manufacturing Processes	_pc_bi_ssb010	6
		Leading Sustainable Process Improvement		
		Implementing and Sustaining Process Improvement	oper_35_a03_bs_enus	30
		Mapping and Measuring to Support Sustainable Process Improvement	oper_35_a02_bs_enus	33
		Spearheading a Process Improvement	_pc_ch_opch001	15
		Stakeholder-driven Process Improvement	oper_35_a01_bs_enus	30
		Manager of Quality/Organizational Excellence		
		Communication Skills and Project Management	oper_04_a05_bs_enus	120
		Customer-Focused Management	oper_04_a09_bs_enus	150
		Developing and Deploying Strategic Plans	oper_04_a03_bs_enus	150
		Leadership	oper_04_a01_bs_enus	150
		Managerial Skills and Abilities	oper_04_a04_bs_enus	150
		Measurement: Assessment and Metrics	oper_04_a08_bs_enus	90
		Problem-Solving and Process Management Tools	oper_04_a07_bs_enus	150
		Quality Systems, Models, and Theories	oper_04_a06_bs_enus	120
		Supply Chain Management	oper_04_a10_bs_enus	90

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Team Dynamics	oper_04_a02_bs_enus	120
		Training and Development	oper_04_a11_bs_enus	120
		Operations Management		
		Operations and Supply Chain Management	oper_21_a03_bs_enus	60
		Operations Management and the Organization	oper_21_a01_bs_enus	60
		Operations Management: Facilities Planning and Management	oper_21_a08_bs_enus	60
		Operations Management: Forecasting and Capacity Planning	oper_21_a05_bs_enus	60
		Operations Management: Inventory Management	oper_21_a04_bs_enus	60
		Operations Management: Management of Quality	oper_21_a07_bs_enus	60
		Operations Management: Operations Scheduling	oper_21_a06_bs_enus	60
		Operations Management: Product and Service Management	oper_21_a02_bs_enus	60
		Purchasing and Vendor Management Essentials		
		Evaluating Supplier Performance and Managing Supplier Relationships	oper_23_a04_bs_enus	60
		Fundamentals of Purchasing and Vendor Management	oper_23_a01_bs_enus	60
		Purchasing: Finding Sources of Supply	oper_23_a02_bs_enus	60
		Selecting Suppliers and Administering Contracts	oper_23_a03_bs_enus	60
		Six Sigma Black Belt (2007 BOK): Analyze		
		Correlation and Regression Analysis in Six Sigma	oper_16_a01_bs_enus	90
		Final Exam: Six Sigma Black Belt (2007 BOK): Analyze	oper_16_a01_fe_enus	138
		Hypothesis Testing Concepts and Tests for Means in Six Sigma	oper_16_a03_bs_enus	120
		Multivariate Analysis and Attribute Data Analysis in Six Sigma	oper_16_a02_bs_enus	120
		Nonparametric Tests in Six Sigma Analysis	oper_16_a05_bs_enus	120
		Nonstatistical Analysis Methods in Six Sigma	oper_16_a06_bs_enus	120
		Tests for Variances and Proportions, ANOVA, and Chi-square Tests in Six Sigma	oper_16_a04_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Control		
		Final Exam: Six Sigma Black Belt (2007 BOK): Control	oper_18_a01_fe_enus	72
		Nonstatistical Control Tools and Maintaining Controls in Six Sigma	oper_18_a02_bs_enus	120
		Statistical Process Control (SPC) in Six Sigma	oper_18_a01_bs_enus	120
		Sustaining Improvements and Gains from Six Sigma Projects	oper_18_a03_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Define		
		Developing Project Charters and Tracking Six Sigma Projects	oper_14_a02_bs_enus	90
		Final Exam: Six Sigma Black Belt (2007 BOK): Define	oper_14_a01_fe_enus	42
		Using Voice of the Customer in Six Sigma	oper_14_a01_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies		
		Common Design for Six Sigma Methodologies, Design for X, and Robust Design	oper_19_a01_bs_enus	120
		Final Exam: Six Sigma Black Belt (2007 BOK): Design for Six Sigma (DFSS) Frameworks and Methodologies	oper_19_a01_fe_enus	48
		Special Design Tools in Design for Six Sigma	oper_19_a02_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Final Exam: Six Sigma Black Belt (2007 BOK): Enterprise-Wide Deployment	oper_11_a01_fe_enus	72
		Lean and Six Sigma	oper_11_a01_bs_enus	120
		Six Sigma Leadership and Change Management	oper_11_a03_bs_enus	120
		Six Sigma Projects and the Black Belt Role	oper_11_a02_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Improve		
		Conducting Experiments and Analyzing Results in Six Sigma	oper_17_a02_bs_enus	120
		Designing and Planning Experiments in Six Sigma	oper_17_a01_bs_enus	120
		Final Exam: Six Sigma Black Belt (2007 BOK): Improve	oper_17_a01_fe_enus	72
		Improvement Methods and Implementation Issues in Six Sigma	oper_17_a03_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Measure		
		Basic Statistics and Graphical Methods for Six Sigma	oper_15_a04_bs_enus	120
		Data Collection and Measurement in Six Sigma	oper_15_a02_bs_enus	120
		Final Exam: Six Sigma Black Belt (2007 BOK): Measure	oper_15_a01_fe_enus	144
		Probability for Six Sigma	oper_15_a05_bs_enus	120
		Process Capability for Six Sigma	oper_15_a06_bs_enus	120
		Process Characteristics for Six Sigma	oper_15_a01_bs_enus	120
		Six Sigma Measurement Systems	oper_15_a03_bs_enus	120
		Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures		
		Business Performance and Financial Measures in Six Sigma	oper_12_a02_bs_enus	120
		Critical Requirements and Benchmarking for Six Sigma	oper_12_a01_bs_enus	120
		Final Exam: Six Sigma Black Belt (2007 BOK): Organizational Process Management and Measures	oper_12_a01_fe_enus	48
		Six Sigma Black Belt (2007 BOK): Team Management		
		Final Exam: Six Sigma Black Belt (2007 BOK): Team Management	oper_13_a01_fe_enus	72
		Forming Project Teams for Six Sigma	oper_13_a01_bs_enus	120
		Managing Six Sigma Team Performance	oper_13_a03_bs_enus	120
		Motivation and Communication in Six Sigma Teams	oper_13_a02_bs_enus	120
		Six Sigma Black Belt (2015 BOK): Analyze		
		Basics of Hypothesis Testing and Tests for Means in Six Sigma	oper_41_a02_bs_enus	120
		FMEA and Other Nonstatistical Analysis Methods in Six Sigma	oper_41_a05_bs_enus	120
		Measuring and Modeling Relationships between Variables in Six Sigma	oper_41_a01_bs_enus	90
		Multivariate Tools and Nonparametric Tests in Six Sigma	oper_41_a04_bs_enus	105
		Tests for Variances and Proportions, ANOVA, and Goodness-of-fit in Six Sigma	oper_41_a03_bs_enus	120
		Six Sigma Black Belt (2015 BOK): Control		
		Statistical Process Control (SPC) and Control Charts in Six Sigma	oper_43_a01_bs_enus	120
		Sustaining Six Sigma Improvements	oper_43_a03_bs_enus	137
		Using Lean Control Tools and Maintaining Controls in Six Sigma	oper_43_a02_bs_enus	121
		Six Sigma Black Belt (2015 BOK): Define		
		Determining Requirements by Listening to the voice of the Customer in Six Sigma	oper_39_a01_bs_enus	121

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Six Sigma Business Case, Project Charter, and Tools	oper_39_a02_bs_enus	130
		Six Sigma Black Belt (2015 BOK): Design for Six Sigma (DFSS)		
		Common DFSS Methodologies, Design for X, and Robust Designs	oper_44_a01_bs_enus	120
		Six Sigma Black Belt (2015 BOK): Improve		
		Designing, Conducting, and Analyzing Experiments in Six Sigma	oper_42_a02_bs_enus	120
		Lean Improvement Methods and Implementation Planning in Six Sigma	oper_42_a03_bs_enus	116
		Understanding DOE and Planning Experiments in Six Sigma	oper_42_a01_bs_enus	118
		Six Sigma Black Belt (2015 BOK): Measure		
		Data Types, Sampling, Collection, and Measurement in Six Sigma	oper_40_a02_bs_enus	140
		Determining Process Performance and Capability in Six Sigma	oper_40_a06_bs_enus	119
		Probability and Probability Distributions in Six Sigma	oper_40_a05_bs_enus	120
		Process Flow Metrics and Analysis Tools for Six Sigma	oper_40_a01_bs_enus	105
		Six Sigma Measurement Systems and Metrology	oper_40_a03_bs_enus	120
		Using Basic Statistics and Graphical Methods in Six Sigma	oper_40_a04_bs_enus	121
		Six Sigma Black Belt (2015 BOK): Organizational Process Management and Measures		
		Impact on Stakeholders and Benchmarking for Six Sigma	oper_37_a01_bs_enus	89
		Using Business and Financial Measures in Six Sigma	oper_37_a02_bs_enus	120
		Six Sigma Black Belt (2015 BOK): Organization-wide Planning and Deployment		
		Fundamentals of Lean and Six Sigma and their Applications	oper_36_a01_bs_enus	119
		Six Sigma Project Selection, Roles, and Responsibilities	oper_36_a02_bs_enus	110
		Six Sigma Strategic Planning and Deployment	oper_36_a03_bs_enus	150
		Six Sigma Black Belt (2015 BOK): Team Management		
		Six Sigma Team Dynamics and Training	oper_38_a03_bs_enus	125
		Six Sigma Team Dynamics, Roles, and Success Factors	oper_38_a01_bs_enus	117
		Six Sigma Team Facilitation and Leadership	oper_38_a02_bs_enus	125
		Six Sigma Green Belt: Analyze		
		Hypothesis Tests for Variances and Proportions in Six Sigma	oper_27_a03_bs_enus	113
		Introduction to Hypothesis Testing and Tests for Means in Six Sigma	oper_27_a02_bs_enus	116
		Multi-vari Studies, Correlation, and Linear Regression in Six Sigma	oper_27_a01_bs_enus	88
		Six Sigma Green Belt: Control		
		Creating and Using Control Charts in Six Sigma	oper_29_a02_bs_enus	133
		Lean Tools for Process Control in Six Sigma	oper_29_a03_bs_enus	70
		Statistical Process Control and Control Plans in Six Sigma	oper_29_a01_bs_enus	110
		Six Sigma Green Belt: Define		
		Basics of Six Sigma Project Management	oper_25_a03_bs_enus	113
		Performance Metrics for Six Sigma	oper_25_a05_bs_enus	79
		Six Sigma Management and Planning Tools	oper_25_a04_bs_enus	102
		Six Sigma Project Identification	oper_25_a01_bs_enus	96

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Six Sigma Project Team Dynamics and Performance	oper_25_a06_bs_enus	94
		Voice of the Customer in Six Sigma	oper_25_a02_bs_enus	127
		Six Sigma Green Belt: Improve		
		Cycle Time Reduction and Kaizen in Six Sigma	oper_28_a03_bs_enus	79
		Design of Experiments in Six Sigma	oper_28_a01_bs_enus	85
		Root Cause Analysis and Waste Elimination in Six Sigma	oper_28_a02_bs_enus	93
		Six Sigma Green Belt: Measure		
		Basic Probability and Statistical Distributions in Six Sigma	oper_26_a02_bs_enus	102
		Data Classification, Sampling, and Collection in Six Sigma	oper_26_a03_bs_enus	96
		Measurement System Analysis in Six Sigma	oper_26_a05_bs_enus	89
		Process and Performance Capability Measurement in Six Sigma	oper_26_a06_bs_enus	90
		Process Documentation and Analysis in Six Sigma	oper_26_a01_bs_enus	53
		Statistics and Graphical Presentation in Six Sigma	oper_26_a04_bs_enus	60
		Six Sigma Green Belt: Six Sigma and the Organization		
		Design for Six Sigma and FMEA	oper_24_a03_bs_enus	102
		Lean Principles and Six Sigma Projects	oper_24_a02_bs_enus	131
		Six Sigma and Organizational Goals	oper_24_a01_bs_enus	113
		Six Sigma Yellow Belt: Analyze		
		Basics of Correlation, Regression, and Hypothesis Testing for Six Sigma	oper_33_a03_bs_enus	81
		Lean Tools and FMEA in Six Sigma	oper_33_a01_bs_enus	68
		Six Sigma Data Analysis and Root Cause Analysis	oper_33_a02_bs_enus	68
		Six Sigma Yellow Belt: Define		
		Identifying Six Sigma Projects	oper_31_a01_bs_enus	89
		Six Sigma Project Management Basics	oper_31_a02_bs_enus	101
		Six Sigma Yellow Belt: Improve and Control		
		Control Tools and Documentation in Six Sigma	oper_34_a02_bs_enus	76
		Six Sigma Improvement Techniques	oper_34_a01_bs_enus	73
		Six Sigma Yellow Belt: Measure		
		Basic Statistics for Six Sigma	oper_32_a01_bs_enus	67
		Data Types and Data Collection in Six Sigma	oper_32_a02_bs_enus	84
		Six Sigma and Measurement System Analysis	oper_32_a03_bs_enus	71
		Six Sigma Yellow Belt: Six Sigma Fundamentals		
		Six Sigma and Lean Foundations and Principles	oper_30_a01_bs_enus	100
		Six Sigma Metrics	oper_30_a04_bs_enus	73
		Six Sigma Quality Tools	oper_30_a03_bs_enus	66
		Six Sigma Team Basics, Roles, and Responsibilities	oper_30_a02_bs_enus	84
		Six Sigma: Champion Training		
		Introduction to Six Sigma for Champions	oper_03_a01_bs_enus	180

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Managing and Deploying Six Sigma	oper_03_a04_bs_enus	210
		Six Sigma Process Improvement	oper_03_a02_bs_enus	180
		Six Sigma Projects and Project Teams	oper_03_a03_bs_enus	150
		The Foundations of Six Sigma		
		A Critical-to-quality Tree - What's That?	_pc_bi_ssbi006	6
		Are You Listening to Your Customers?	_pc_bi_ssbi001	6
		Basic Measurement Concepts in Six Sigma	_pc_bi_ssbi007	6
		Does Your Business Really Need Six Sigma?	_pc_ch_ssch001	21
		Identifying Candidates for Key Six Sigma Roles	_pc_ch_ssch002	21
		Lean and Six Sigma	oper_11_a01_bs_enus	120
		Lean Inbound Transportation	_pc_bi_ssbi004	6
		Quick Wins in Six Sigma Implementation	_pc_bi_ssbi002	6
		Six Sigma Versus TQM	_pc_bi_ssbi003	6
		Personal Development Curriculum		
		Building and Maintaining Trust		
		Building Trust	pd_15_a01_bs_enus	60
		Rebuilding Trust	_pc_bi_pabi005	6
		Rebuilding Trust	pd_15_a02_bs_enus	60
		The Fruits of Integrity: Building Trust at Work	_pc_ch_pach012	15
		Business Ethics		
		Developing a Code of Ethical Conduct	pd_18_a02_bs_enus	60
		Do You Share Your Organization's Values?	_pc_bi_pabi006	6
		Ethical Decision-making in the Workplace	pd_18_a03_bs_enus	60
		Ethics, Integrity, and Trust	_pc_ch_lach005	15
		Introduction to Workplace Ethics	pd_18_a01_bs_enus	60
		Office Politics – What Will You Do?	_pc_ch_pfch004	15
		The Ethics Enigma	_pc_ch_pach020	15
		Business Etiquette and Professionalism		
		Broadening Your Learning Horizons	_pc_bi_pabi013	6
		Communicating with Professionalism and Etiquette	pd_25_a03_bs_enus	60
		Developing Your Reputation of Professionalism with Business Etiquette	pd_25_a01_bs_enus	60
		Disciplines of Organizational Learning: Personal Mastery	_pc_bi_pfb011	6
		Managing Goals	_pc_ch_lach027	15
		Professionalism, Business Etiquette, and Personal Accountability	pd_25_a02_bs_enus	60
		Reframing Negative Situations	_pc_bi_hrbi008	6
		Safe Small Talk	_pc_bi_pfb012	6
		Targeting Personal Learning	_pc_ch_pach022	15
		Using Business Etiquette to Build Professional Relationships	pd_25_a04_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Campus to Corporate		
		Campus to Corporate: Developing a Professional Image	pd_22_a02_bs_enus	60
		Campus to Corporate: Meeting New Expectations	pd_22_a01_bs_enus	60
		Dealing with Organizational Change		
		Developing Organizational Agility	_pc_ch_pach024	15
		Embracing Organizational Change	pd_13_a03_bs_enus	60
		Managing the Stress of Organizational Change	_pc_bi_mgb004	6
		Preparing for Organizational Change	pd_13_a02_bs_enus	60
		The Importance of Flexibility in the Workplace	_pc_bi_pfb007	6
		Understanding Organizational Change	pd_13_a01_bs_enus	60
		Decisiveness		
		Developing Character for Decisiveness	pd_27_a01_bs_enus	60
		Overcoming the Barriers to Decisiveness	pd_27_a02_bs_enus	60
		Diversity on the Job		
		Diversity on the Job: Diversity and You	pd_07_a02_bs_enus	59
		Diversity on the Job: The Importance of Diversity and the Changing Workplace	pd_07_a01_bs_enus	60
		Managing Diversity	_pc_ch_lach015	15
		Understanding Workplace Diversity	_pc_bi_hrbi002	6
		Doing Business Professionally		
		Managing from Within: Self-empowerment	pd_05_a02_bs_enus	120
		Generating Creative & Innovative Ideas		
		Creativity: Developing and Communicating Ideas	_pc_ch_pach025	15
		Executing Innovation	_pc_bi_lsbi016	6
		Generating Creative and Innovative Ideas: Enhancing Your Creativity	pd_09_a01_bs_enus	60
		Generating Creative and Innovative Ideas: Maximizing Team Creativity	pd_09_a02_bs_enus	60
		Generating Creative and Innovative Ideas: Verifying and Building on Ideas	pd_09_a03_bs_enus	60
		Getting Ready to Present	_pc_ch_pach018	15
		Promoting Creative Thinking	_pc_ch_lach035	15
		Interviewing Strategies for the Interviewee		
		Making a Positive Impression in an Internal Interview	pd_21_a02_bs_enus	60
		Preparing for an Internal Interview	pd_21_a01_bs_enus	60
		Living and Working Abroad in the United States		
		American Work Culture and Values	pd_19_a01_bs_enus	60
		Communicating Successfully in the American Workplace	pd_19_a03_bs_enus	60
		Key Aspects of the American Work Environment	pd_19_a02_bs_enus	60
		Succeeding in the American Workplace	pd_19_a04_bs_enus	60
		Managing Your Career		
		Building and Managing Upward Relationships	_pc_ch_pach008	15

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Conquering Career Stagnation	_pc_bi_pfb019	6
		Developing Your Career	_pc_ch_lach037	15
		Exploring Self-development	_pc_ch_pach023	15
		Managing Your Career: Creating a Plan	pd_10_a01_bs_enus	60
		Managing Your Career: Getting on the Right Track	pd_10_a02_bs_enus	60
		Managing Your Career: Leveraging the Performance Appraisal	pd_10_a05_bs_enus	60
		Managing Your Career: Professional Networking Essentials	pd_10_a03_bs_enus	60
		Managing Your Career: You and Your Boss	pd_10_a04_bs_enus	60
		Planning Your Career	_pc_ch_pach013	15
		Optimizing Your Work/Life Balance		
		Creating Work/Life Balance	_pc_ch_lach036	15
		Employee Exhaustion: Managing a Well-balanced Workload	_pc_bi_mgb010	6
		Managing Workplace Stress	_pc_bi_hrbi006	6
		Optimizing Your Work/Life Balance: Analyzing Your Life Balance	pd_06_a01_bs_enus	60
		Optimizing Your Work/Life Balance: Maintaining Your Life Balance	pd_06_a02_bs_enus	60
		Optimizing Your Work/Life Balance: Taking Control of Your Stress	pd_06_a03_bs_enus	60
		Peer Relationships		
		Building Better Relationships through Understanding	_pc_ch_pach017	15
		Building Peer Relationships	_pc_ch_pach019	15
		Developing Strategic Peer Relationships in Your Organization	pd_17_a02_bs_enus	60
		Forming Peer Relationships and Alliances at Work	pd_17_a03_bs_enus	60
		Peer Political Styles	_pc_bi_pabi010	6
		The Value of Peer Relationships	pd_17_a01_bs_enus	60
		Performance under Pressure		
		Developing the Right Attitude for Performing under Pressure	pd_24_a01_bs_enus	60
		Performing with Others under Pressure	pd_24_a03_bs_enus	60
		Taking Action for Performing under Pressure	pd_24_a02_bs_enus	60
		Perseverance and Resilience		
		Achieving Goals through Perseverance and Resilience	pd_26_a02_bs_enus	60
		Bouncing Back with Perseverance and Resilience	pd_26_a03_bs_enus	60
		Developing Character for Perseverance and Resilience	pd_26_a01_bs_enus	60
		Perseverance: Flexibility in Action	_pc_bi_pabi004	6
		Persevering through Setbacks	_pc_ch_pach011	15
		Personal Productivity Improvement		
		Personal Productivity Improvement: Managing Tasks and Maximizing Productivity	pd_16_a03_bs_enus	60
		Personal Productivity Improvement: Managing Your Workspace	pd_16_a01_bs_enus	60
		Personal Productivity: Self-organization and Overcoming Procrastination	pd_16_a02_bs_enus	60
		Problem Solving and Decision Making		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Decisions: Making the Right Move	_pc_ch_pech001	15
		Making and Carrying Out Tough Decisions	pd_29_a03_bs_enus	36
		Playing the Devil's Advocate in Decision Making	_pc_bi_pfb005	6
		Problem Solving: Process, Tools, and Techniques	_pc_ch_pach003	15
		Solving Problems: Framing the Problem	pd_29_a01_bs_enus	31
		Solving Problems: Generating and Evaluating Alternatives	pd_29_a02_bs_enus	39
		Turning Problems Around with Reverse Brainstorming	_pc_bi_lsbi017	6
		Uncovering the Root Problem	_pc_ch_lach003	15
		Public Speaking Strategies		
		Public Speaking Strategies: Confident Public Speaking	pd_23_a02_bs_enus	60
		Public Speaking Strategies: Preparing Effective Speeches	pd_23_a01_bs_enus	60
		Telecommuting and the Remote Employee		
		Telecommuting Basics: Communication Strategies for the Remote Employee	pd_08_a02_bs_enus	60
		Telecommuting Basics: Maximizing Productivity as a Remote Employee	pd_08_a01_bs_enus	60
		Thinking Critically		
		Applying Your Best Thinking	_pc_ch_pech003	15
		Critical Thinking	_pc_ch_lach025	15
		Thinking Critically: Coming to Terms with Assumptions	pe_01_a01_bs_enus	26
		Thinking Critically: Drawing Conclusions with Confidence	pe_01_a03_bs_enus	32
		Thinking Critically: Getting Your Arms around Arguments	pe_01_a02_bs_enus	31
		Time Management		
		Coping with Conflicting Priorities	_pc_ch_pach005	15
		Coping with Information Overload	_pc_bi_pfb002	6
		Getting Time under Control	_pc_ch_pach021	15
		Planning for Interruptions Helps with Procrastination	_pc_bi_pfb014	6
		Prioritizing Personal and Professional Responsibilities	_pc_bi_mgb003	6
		Setting and Managing Priorities	_pc_ch_lach018	15
		Setting Goals	_pc_ch_pach007	15
		Time Management: Quit Making Excuses and Make Time Instead	pd_20_a02_bs_enus	32
		Time Management: Ready, Set...FOCUS!	pd_20_a03_bs_enus	32
		Time Management: Too Much to Do and Too Little Time	pd_20_a01_bs_enus	32
		Writing Under Pressure		
		Writing under Pressure: Preparing for Success	pd_28_a01_bs_enus	60
		Writing under Pressure: The Writing Process	pd_28_a02_bs_enus	60
		Program/Portfolio Management Curriculum		
		Program Management (PMI® Second Edition-aligned)		
		Introduction to Program Management	proj_16_a01_bs_enus	90
		Program Life Cycle and Benefits Management	proj_16_a02_bs_enus	120

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Project Management Curriculum				
Agile Practitioner - (PMI-ACP & ScrumMaster aligned)				
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
Agile Project Management Fundamentals (PMI_ACP Certification aligned)				
		Agile Planning	ib_apmf_a02_it_enus	77
		Agile Principles, Methodologies, and Mindset	ib_apmf_a01_it_enus	154
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
		Engaging Agile Stakeholders and Leading Agile Teams	ib_apmf_a04_it_enus	126
		Planning and Monitoring Iterations in Agile Projects	ib_apmf_a03_it_enus	114
Code of Ethics and Professional Conduct (PMI® Standard-aligned)				
		Core PMI® Values and Ethical Standards	proj_15_a02_bs_enus	120
		The Role of Ethics in Project Management	proj_15_a01_bs_enus	90
IT Project Management Essentials				
		IT Project Management Essentials: Executing IT Projects	proj_17_a03_bs_enus	60
		IT Project Management Essentials: Initiating and Planning IT Projects	proj_17_a02_bs_enus	60
		IT Project Management Essentials: Introduction to IT Project Management	proj_17_a01_bs_enus	60
		IT Project Management Essentials: Managing Risks in an IT Project	proj_17_a05_bs_enus	60
		IT Project Management Essentials: Monitoring and Controlling IT Projects	proj_17_a04_bs_enus	60
		IT Project Management Essentials: Testing Deliverables and Closing IT Projects	proj_17_a06_bs_enus	60
Managing Software Project Outsourcing				
		Managing Software Project Outsourcing: Dealing with Risks	proj_18_a04_bs_enus	60
		Managing Software Project Outsourcing: Developing a Vendor Contract	proj_18_a02_bs_enus	60
		Managing Software Project Outsourcing: Preparing to Manage an Outsourced Project	proj_18_a01_bs_enus	60
		Managing Software Project Outsourcing: Working with the Outsourced Team	proj_18_a03_bs_enus	60
PRINCE2®: 2009 Foundation				
		Controlling, Managing and Closing a Project (PRINCE2®: 2009-aligned)	ib_prin_a05_it_enus	120
		Overview of Project Management (PRINCE2®: 2009-aligned)	ib_prin_a01_it_enus	60
		Project Organization, Planning and Risk (PRINCE2®: 2009-aligned)	ib_prin_a02_it_enus	120
		Project Quality, Change and Progress (PRINCE2®: 2009-aligned)	ib_prin_a03_it_enus	90
		Starting Up, Initiating and Directing a Project (PRINCE2®: 2009-aligned)	ib_prin_a04_it_enus	90
		Tailoring PRINCE2 to a Project Environment (PRINCE2®: 2009-aligned)	ib_prin_a06_it_enus	90
PRINCE2®: Practitioner				
		PRINCE2® Practitioner Exam Information	prin_prac_a01_bs_enus	60
Project Communications Management (PMBOK® Guide - Fifth Edition-aligned)				
		Control Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a02_bs_enus	60
		Plan and Manage Project Communications (PMBOK® Guide Fifth Edition)	proj_26_a01_bs_enus	120
Project Cost Management (PMBOK® Guide - Fifth Edition-aligned)				
		Controlling Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a02_bs_enus	90

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Planning Project Costs (PMBOK® Guide Fifth Edition)	proj_23_a01_bs_enus	120
		Project Human Resource Management (PMBOK® Guide - Fifth Edition-aligned)		
		Managing Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a02_bs_enus	120
		Planning Project Human Resources (PMBOK® Guide Fifth Edition)	proj_25_a01_bs_enus	120
		Project Integration Management (PMBOK® Guide - Fifth Edition-aligned)		
		Capturing, Analyzing, and Managing Lessons Learned	proj_20_a04_bs_enus	88
		Controlling Changes and Closing a Project (PMBOK® Guide Fifth Edition)	proj_20_a03_bs_enus	60
		Direct, Monitor, and Control Project Work (PMBOK® Guide Fifth Edition)	proj_20_a02_bs_enus	90
		Integrated Initiation and Planning (PMBOK® Guide Fifth Edition)	proj_20_a01_bs_enus	120
		Strategic Alignment and Benefits Realization	proj_20_a05_bs_enus	79
		Project Management Essentials (PMBOK® Guide - Fifth Edition-aligned)		
		Managing Projects within Organizations (PMBOK® Guide Fifth Edition)	proj_19_a01_bs_enus	120
		Project Management Overview (PMBOK® Guide Fifth Edition)	proj_19_a02_bs_enus	90
		Project Management Process Groups (PMBOK® Guide Fifth Edition)	proj_19_a03_bs_enus	120
		Project Management for Everyone		
		Addressing Stakeholder Conflicts	_pc_bi_pmbi008	6
		Anticipating and Solving Problems as a Project Champion	_pc_bi_pmbi007	6
		Complete Your Project On-time and On-budget	proj_30_a04_bs_enus	32
		Controlling Project Cost	_pc_bi_pmbi010	6
		Ensuring Management Buy-in on a Project	_pc_bi_pmbi002	6
		Get Your Project off the Ground	proj_30_a01_bs_enus	36
		Lead Your Project Like a Pro	proj_30_a03_bs_enus	31
		Managing Conflict in Project Teams	_pc_bi_pmbi003	6
		Managing Projects with No Direct Authority	_pc_bi_pmbi001	6
		Managing Scope on a Project	_pc_bi_pmbi004	6
		Managing Vendor Relationships	_pc_bi_pmbi006	6
		Plan a Bulletproof Project	proj_30_a02_bs_enus	29
		Portfolios, Programs, and Projects: What's the Difference?	_pc_bi_pmbi009	6
		Project Management Essentials	_pc_ch_lach041	15
		Weighing the Costs of Project Change	_pc_bi_pmbi005	6
		Project Procurement Management (PMBOK® Guide - Fifth Edition-aligned)		
		Managing Procurements (PMBOK® Guide Fifth Edition)	proj_28_a02_bs_enus	120
		Planning Project Procurement Management (PMBOK® Guide Fifth Edition)	proj_28_a01_bs_enus	90
		Project Quality Management (PMBOK® Guide - Fifth Edition-aligned)		
		Plan Quality Management (PMBOK® Guide Fifth Edition)	proj_24_a01_bs_enus	120
		Quality Assurance and Quality Control (PMBOK® Guide Fifth Edition)	proj_24_a02_bs_enus	120
		Quality Management for Continuous Improvement	proj_24_a03_bs_enus	73
		Project Risk Management (PMBOK® Guide - Fifth Edition-aligned)		

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Identifying Project Risks (PMBOK® Guide Fifth Edition)	proj_27_a02_bs_enus	90
		Performing Risk Analysis (PMBOK® Guide Fifth Edition)	proj_27_a03_bs_enus	120
		Risk Management Planning (PMBOK® Guide Fifth Edition)	proj_27_a01_bs_enus	90
		Risk Response and Control (PMBOK® Guide Fifth Edition)	proj_27_a04_bs_enus	120
		Project Scope Management (PMBOK® Guide - Fifth Edition-aligned)		
		Creating the Work Breakdown Structure (PMBOK® Guide Fifth Edition)	proj_21_a02_bs_enus	90
		Monitoring and Controlling Project Scope (PMBOK® Guide Fifth Edition)	proj_21_a03_bs_enus	90
		Project Requirements and Defining Scope (PMBOK® Guide Fifth Edition)	proj_21_a01_bs_enus	120
		Project Stakeholder Management (PMBOK® Guide - Fifth Edition-aligned)		
		Managing and Controlling Stakeholder Engagement (PMBOK® Guide Fifth Edition)	proj_29_a02_bs_enus	90
		Project Stakeholder Management (PMBOK® Guide Fifth Edition)	proj_29_a01_bs_enus	90
		Project Time Management (PMBOK® Guide - Fifth Edition-aligned)		
		Defining and Sequencing Project Activities (PMBOK® Guide Fifth Edition)	proj_22_a01_bs_enus	120
		Developing and Controlling the Project Schedule (PMBOK® Guide Fifth Edition)	proj_22_a03_bs_enus	120
		Estimating Activity Resources and Durations (PMBOK® Guide Fifth Edition)	proj_22_a02_bs_enus	120
		Sales Curriculum		
		Essential Selling Skills		
		Aligning Your Business Case to Customer Priorities	_pc_ch_sach018	15
		Communicating a High-impact Business Case	_pc_bi_sabi019	12
		Demonstrating Business Acumen	_pc_ch_sach013	15
		Effective Cold Calling	_pc_bi_sabi007	6
		Effective Sales Coaching	_pc_ch_sach020	15
		Essential Selling Skills: Closing the Sale	sale_05_a03_bs_enus	60
		Essential Selling Skills: Mastering Cold Calling	sale_05_a01_bs_enus	60
		Essential Selling Skills: Qualifying Sales Prospects	sale_05_a02_bs_enus	60
		Getting Organized to Meet Your Sales Goals	_pc_ch_sach002	15
		Making Contact: Access Strategies	_pc_ch_sach007	15
		Making the Cold Call	_pc_bi_sabi020	12
		Managing a Sales Pipeline	_pc_ch_sach012	15
		Prompting Action through Focused Communication	_pc_bi_sabi014	6
		Regaining Your Customer's Trust	_pc_bi_sabi015	6
		Responding to Bad News	_pc_bi_sabi018	6
		Selling with Trust	_pc_ch_sach014	15
		Talking about the Competition	_pc_bi_sabi017	6
		Using Competitive Selling Skills	_pc_ch_sach016	15
		Field Sales Skills		
		Don't Only Go for the Big Fish	_pc_bi_spbi009	6
		Using Persuasion Techniques to Boost Sales	_pc_bi_spbi018	12

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

Sales Foundations				
		Appealing to Prospects	_pc_bi_sabi012	6
		Building Momentum in Discovery Meetings	_pc_bi_sabi011	12
		Developing a Customer-focused Sales Approach	sale_01_a06_bs_enus	60
		Developing Strong Customer Relationships	sale_01_a04_bs_enus	60
		Don't Only Go for the Big Fish	_pc_bi_spbi009	6
		Get it Together: Organizing Your Sales Approach	_pc_bi_sabi002	6
		Getting Your Head around Pipeline Management	_pc_bi_sabi013	6
		Initiating Discovery Meetings	_pc_ch_sach001	15
		Introduction to Sales	sale_01_a01_bs_enus	60
		Preparing for Successful Sales	sale_01_a03_bs_enus	60
		Presentations That Get People Talking	_pc_bi_sabi003	6
		Prospecting Strategically	_pc_ch_sach011	15
		Responding to News of a Lost Sale	_pc_ch_sach017	15
		Strategic Sales Planning	sale_01_a02_bs_enus	60
		The Ethics of Gift Giving	_pc_bi_spbi014	6
		The Proof Is in the Proposal	_pc_ch_sach003	15
		Using Customer Knowledge to Advance Sales	_pc_ch_sach006	15
		Using Persuasion Techniques to Boost Sales	_pc_bi_spbi018	12
		Working within the Sales Culture of Your Organization	sale_01_a05_bs_enus	60
Sales Management				
		Gaining Access through Cold Calls	_pc_ch_sach019	15
		Overcoming Resistance to Coaching	_pc_bi_sabi021	6
		Sales Support Roles for Better Customer Interaction	_pc_bi_spbi007	6
		Storming: Developing and Leading Your Sales Team	_pc_bi_spbi003	6
		The Ethics of Gift Giving	_pc_bi_spbi014	6
Sales Negotiations				
		Communicating Your Company's Value	_pc_ch_sach004	15
		Dealing with Negotiation Challenges	_pc_bi_sabi009	6
		Dealing with Questions, Objections, and Resistance	_pc_bi_sabi005	6
		Negotiating Contract Terms	_pc_ch_pach001	15
		Negotiating with Your Customer	_pc_ch_sach009	15
		Negotiation Skills for Sales Professionals: Preparing to Negotiate	sale_02_a01_bs_enus	60
		Negotiation Skills for Sales Professionals: Reaching Agreement	sale_02_a03_bs_enus	60
		Negotiation Skills for Sales Professionals: Value Exchange	sale_02_a02_bs_enus	60
		Talking Value with Your Customers	_pc_bi_sabi004	6
		Turning Obstacles into Opportunities	_pc_ch_sach005	15
Solution Selling				

Bizlibrary Course List

www.bizlibrary.com

9/5/2016 8:00:25 AM

Page 1 of 1

Business & Professional Development (SS-BP)

		Connecting Customers and Solutions	_pc_bi_sabi008	6
		Managing Implementation Problems	_pc_bi_sabi010	6
		Preparing to Implement Solutions	_pc_ch_sach010	15
		Solution Selling: Creating New Opportunities	sale_03_a03_bs_enus	60
		Solution Selling: Mastering the Essentials	sale_03_a01_bs_enus	60
		Solution Selling: Meeting an Active Need	sale_03_a02_bs_enus	60
		Turning Potential Customers into Allies	_pc_ch_sach008	15
		Strategic Account Sales Skills		
		Building Profitable Customer Relationships	_pc_bi_spbi017	6
		Connecting the Dots: Insightful Account Management	_pc_bi_sabi016	6
		Crafting Sales Strategies	_pc_ch_spch002	12
		Performance Payout Plans	_pc_ch_spch004	21
		Planning for Effective Selling	_pc_bi_spbi004	6
		Selling to Key Players	_pc_bi_spbi001	6
		Succeeding in Account Management	_pc_ch_sach015	15
		Territorial Account Sales Skills		
		Listening to Your Customers	_pc_bi_spbi002	6
		Strategic Planning Curriculum		
		Business Law Essentials		
		Business Law and Ethics	stgy_07_a02_bs_enus	60
		Business Law and the Manager's Responsibilities	stgy_07_a03_bs_enus	60
		Business Law Basic Concepts	stgy_07_a01_bs_enus	60
		Final Exam: Business Law Essentials	stgy_07_a01_fe_enus	36
		Business Planning Essentials		
		Business Planning Essentials: Performing Key Analyses	stgy_10_a02_bs_enus	60
		Business Planning Essentials: Preparing a Business Plan	stgy_10_a01_bs_enus	60
		Business Planning Essentials: Preparing for Implementation	stgy_10_a03_bs_enus	60
		Final Exam: Business Planning Essentials	stgy_10_a01_fe_enus	36
		Developing Strategic Thinking Acumen		
		Competitive Awareness and Strategy	_pc_ch_lach022	15
		Developing the Capacity to Think Strategically	stgy_08_a01_bs_enus	60
		Developing the Strategic Thinking Skill of Seeing the Big Picture	stgy_08_a02_bs_enus	60
		Effective Critical Analysis of Business Reports	_pc_bi_pfb004	6
		Final Exam: Developing Strategic Thinking Acumen	stgy_08_a01_fe_enus	36
		Returning to Core Competencies	_pc_bi_lsbi014	6
		Using Strategic Thinking Skills	stgy_08_a03_bs_enus	60
		IT Strategy Essentials		
		Final Exam: IT Strategy Essentials	stgy_06_a01_fe_enus	36

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		IT Strategy Essentials: Business and IT Strategy Alignment	stgy_06_a01_bs_enus	60
		IT Strategy Essentials: Creating an IT Strategy Plan	stgy_06_a02_bs_enus	60
		IT Strategy Essentials: Implementing an IT Strategy	stgy_06_a03_bs_enus	60
		Leading and Implementing Sustainable Green Business Strategies		
		Final Exam: Leading and Implementing Sustainable Green Business Strategies	stgy_04_a01_fe_enus	72
		Green Business: Implementing Sustainability Strategies	stgy_04_a03_bs_enus	120
		Green Business: Planning Sustainability Strategies	stgy_04_a02_bs_enus	120
		Introduction to Green Business and Sustainability	stgy_04_a01_bs_enus	120
		Moving From an Operational Manager to a Strategic Thinker		
		Competitive Awareness and Strategy	_pc_ch_lach022	15
		Effective Critical Analysis of Business Reports	_pc_bi_pfb004	6
		Leading Outside the Organization	_pc_bi_lsbi005	6
		Returning to Core Competencies	_pc_bi_lsbi014	6
		Risk Management		
		Final Exam: Risk Management	stgy_09_a01_fe_enus	36
		Risk Management: Assessing Risk	stgy_09_a02_bs_enus	60
		Risk Management: Dealing with Risk	stgy_09_a03_bs_enus	60
		Risk Management: Identifying Risk	stgy_09_a01_bs_enus	60
		The Fundamentals of Globalization		
		Evaluating Globalization Opportunities	_pc_ch_lach019	15
		Final Exam: The Fundamentals of Globalization	stgy_05_a01_fe_enus	48
		Fundamentals of Globalization: Analyzing the Global Environment	stgy_05_a02_bs_enus	60
		Fundamentals of Globalization: Managing in a Global Environment	stgy_05_a04_bs_enus	60
		Managing Expatriates' Career Development	_pc_bi_mgb011	6
		The Etiquette of Cross-cultural Gift Giving	_pc_bi_spbi015	6
		The Fundamentals of Globalization: Strategies for Globalization	stgy_05_a03_bs_enus	60
		The Fundamentals of Globalization: The Global Context	stgy_05_a01_bs_enus	60
		Team Building Curriculum		
		Leading Teams		
		Building and Leading Teams	_pc_ch_lach023	15
		Building Trust Incrementally	_pc_bi_lsbi004	6
		Choosing the Right Team Culture	_pc_ch_pfb006	12
		Inspiring Your Team	_pc_bi_lsbi010	6
		Leading Teams: Building Trust and Commitment	team_03_a04_bs_enus	60
		Leading Teams: Dealing with Conflict	team_03_a07_bs_enus	60
		Leading Teams: Developing the Team and its Culture	team_03_a03_bs_enus	60
		Leading Teams: Establishing Goals, Roles, and Guidelines	team_03_a02_bs_enus	60
		Leading Teams: Fostering Effective Communication and Collaboration	team_03_a05_bs_enus	60

Bizlibrary Course List

www.bizlibrary.com

Business & Professional Development (SS-BP)

9/5/2016 8:00:25 AM

Page 1 of 1

		Leading Teams: Launching a Successful Team	team_03_a01_bs_enus	60
		Leading Teams: Managing Virtual Teams	team_03_a08_bs_enus	60
		Leading Teams: Motivating and Optimizing Performance	team_03_a06_bs_enus	60
		Managing Communications in a Virtual Team	_pc_bi_mgbi001	6
		Meeting Team Performance Challenges	_pc_ch_pach010	15
		Support Your Leader	_pc_bi_pfb010	6
		Optimizing Your Performance On a Team		
		Being an Effective Team Member	team_02_a01_bs_enus	60
		Effective Team Communication	team_02_a04_bs_enus	60
		Elements of a Cohesive Team	team_02_a03_bs_enus	60
		Establishing Team Goals and Responsibilities	team_02_a02_bs_enus	60
		Power and Politics in Matrixed Teams	_pc_ch_mgch002	15
		Using Feedback to Improve Team Performance	team_02_a05_bs_enus	60